

Pontiac Township High School

Student Handbook

2017 - 2018



Welcome to Pontiac Township High School!

You are part of the purpose, pride, and high standards that have led to a tradition of excellence at Pontiac Township High School. As a school community we are committed to empowering students to be active agents in their learning and community. Your development as an adaptive learner, global thinker, and responsible citizen is at the core of our mission. Since our school is a collaborative effort, you must share in the responsibility for reaching the mission. We hold in the highest regard a school culture that reflects respect, responsibility, and safety. Your main responsibilities will be taking advantage of every educational opportunity available and conducting yourself in a respectful manner with other school community members.

We take great pride in our tradition of academic excellence and exceptional extra- and co-curricular activities offered at Pontiac Township High School. During your time here you will be provided several opportunities to be involved. We have found students who are involved in the school community perform better in the classroom. In addition, it is during these times in which you will make friendships which will last a lifetime.

The faculty and staff at Pontiac Township High School are here to assist in making your experience a positive one. We are all committed to helping each student grow during this important time in your life. I wish you the best during the school year and hope you make the most of all the opportunities available at Pontiac Township High School.

Sincerely

Eric Bohm
Principal

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SECTION 1 GENERAL INFORMATION

MISSION STATEMENT

We are committed to the development of our students as adaptive learners, global thinkers, and responsible citizens through collaboration across our school community.

MOTTO

Enter to Learn, Depart to Serve

TEACHER VALUE STATEMENTS

As a PTHS Teacher I will...

- Uphold our school's mission, philosophy, and goals.
- Regularly communicate with my students and their parents/guardians.
- Create a safe and welcoming environment for my students and their parents/guardians.
- Regularly monitor my students' progress and adjust my instruction to give all students the opportunity to succeed.
- Continually work to improve my own expertise (as an educator and as an expert in my field) to help all students be successful.
- Place a priority on creating a rigorous and relevant curriculum.
- Promote literacy through real world and global connections.
- Integrate 21st Century skills to develop college and career readiness.

PARENT VALUE STATEMENTS

As the Parent/Guardian of a PTHS Student I will...

- Place a priority on education in my home.
- Support our school's mission, philosophy, and goals at home.
- Regularly monitor my student's progress in his or her classes.
- Communicate with my student's teachers.
- Provide a quiet place for my student to study at home.
- Attend open houses and conferences.
- Promote regular attendance to school.

STUDENT VALUE STATEMENTS

As a PTHS student I will...

- Be responsible for my own learning, attitude, and behavior.
- Strive to achieve our school's mission, philosophy, and goals.
- Monitor progress in my classes and communicate regularly with my teachers.
- Advocate for a safe school environment.
- Utilize the keys to classroom success as found in our handbook.
- Be respectful, prepared, and involved.
- Be on time and attend school regularly.

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School Song

Hail to the Orange and Blue.
We're loyal to Orange and Blue.
To uphold our grand old name,
We must try to win this game.
So Fight ! Fight! Fight! Orange and Blue.
Hail to our warriors so bold
Like mighty heroes of old.
Put on your fighting clothes,
Stand up and on your toes,
Hail to the Orange and Blue.
Pontiac! Pontiac! Pontiac! Pontiac! Pontiac, Rah!



PHONE NUMBERS

Pontiac Township High School: (815) 844-6113
Pontiac Township High School District Office: (815) 842-2358
Livingston Area Career Center: (815) 842-2557
Pontiac Township High School Bus Garage: (815) 844-6302
Pontiac Township High School Pool: (815) 844-6404
Illinois Central Bus Company: (815) 842-1500

WEBSITE

The Pontiac Twp. High School Website (www.pontiac90.org) is a venue by which the school administration communicates to its students, parents, staff, and the community. It provides important information about the school, calendar events, procedures, and programs. In particular, it is used to announce last minute changes in scheduled activities or weather delays. Students and their parents are encouraged to check the website frequently.

SKYWARD FAMILY ACCESS

Family Access allows parents and students to easily access attendance, schedule and grades from home or school. To connect to Family Access log on to the Internet and access the school's website at www.pontiac90.org. The navigation to the left of the main page has a link that will allow parents and students to access "Family Access." If you have not received information on how to access Family Access, please contact the school.

The following steps will take you through how to connect:

1. Go to the school's web site <http://www.pontiac90.org>.
2. Click on the link that says Family Access.
3. Once you are in "Family Access" enter your Login ID and Password.
4. Click on Sign In
5. Upon logging in, you can view student information such as: grades, cafeteria balance, and attendance.

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PHILOSOPHY OF DISCIPLINE

Disciplining students at Pontiac Township High School is always a difficult and unpleasant task. No one comes away happy: not the student, the parent, the administrator and in some cases not the Board of Education.

The major goal of a good discipline policy is to change behavior. At Pontiac Township High School, consequences for discipline policy infractions are progressive. In other words, they gradually get more “severe” with each incident.

When determining consequences for inappropriate behavior and choices, administrators do not take “good student vs bad student” into consideration. We will not label students as good or bad – there are just appropriate and inappropriate behaviors and choices. The discipline policy is written to address behavior and choice. In order to change behavior an appropriate sequence of consequences has to be administered. Students who usually make good choices often change their behavior early on in the sequence and those who often make poor choices sometimes take more time to learn.

Do not be afraid to allow your child to learn from his/her choices and the sometimes difficult consequences of those choices. In all reality, it is the only way they will learn – saving a child from a consequence does not afford the child the opportunity to learn accountability and responsibility for his/her choices and behaviors. A decision to allow a child to learn from his/her behaviors or choices and the following consequences may be the best child raising decision you every make.

Fight the urge to rush in and bail your child out of the difficult times – especially if those experiences have been caused by your child’s actions. Be there with love; be there with support, but do not bail them out or take away their opportunity to learn something very important. If a discipline situation arises, discuss the concepts of accountability and responsibility for one’s behaviors, actions and choices. Discuss the issue of consequences as a result of those behaviors, actions and choices. This can be one of the most valuable learning experiences your child will ever receive from you.

NOTICE: The PTHS Student Handbook addresses extensive information including expectations, rules, policies and procedures. However, not every detail or specific circumstance can be included thus unique circumstances and situations will be handled on a case by case basis.

CODE OF ETHICS FOR STUDENTS

Acceptance - I will accept people for their merits, regardless of race, sexual orientation, religion, and nationality.

Integrity - I will be honest and fair in my dealings with other people. I will set high moral standards for myself and will not let the crowd control my actions.

Respect - I will hold the advice and opinions of my elders, especially my parents, in high regard I will be courteous, always respecting the rights of others.

Responsibility - I will fulfill my responsibilities and obligations to my parents, school, and community. I will be responsible for my actions at all times.

Friendliness - I will maintain a friendly attitude toward everyone and will discourage cliques.

Sportsmanship - I will treat all players and fans of opposing teams as guests, show self-control at all times, and accept the decisions of the officials as final. I will be modest in victory and gracious in defeat.

Appearance - I will maintain high standards in my grooming and appearance, realizing that the way I dress influences the way I feel and act.

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BOARD OF EDUCATION

Mr. Roger Corrigan, President
Mr. Dale Schrock, Vice President
Mrs. Mary Brainard
Mr. John Clemmer
Mr. Don Lambert
Mrs. Betty Murphy
Mr. Nick Sartoris
Mrs. Kelly Carter, Secretary

STATEMENT FROM THE PTHS BOARD OF EDUCATION: The School Board has reviewed and approved the policies in this handbook.

ADMINISTRATION

Mr. Jon Kilgore, Superintendent
Mr. Eric Bohm, Principal
Mr. Ryan Bustle, Asst. Principal
Mrs. Tera Graves, LACC Director

FACULTY AND STAFF

Ms. Jennifer Babb, English
Mr. Parker Bane, CTE
Ms. Laura Baumgardner, Special Education
Mrs. Judy Baxter, Cafeteria
Mr. Brian Blair, English
Mr. Jack Bristow, LACC Dept. Chair
Mrs. Lori Bristow, Paraprofessional
Mr. Gary Brunner, P.E./Athletic Director
Mrs. Kristina Brunner, Special Education
Mrs. Kaleigh Buchanan, Special Education
Mr. Jacob Campbell, Fire Science
Mrs. Kelly Carter, District Office Administrative Assistant
Mr. Corey Christenson, P.E.
Mrs. Heather Christenson, Special Education
Mr. Corey Christianson, CTE
Mr. Brad Christie, Social Studies
Mr. Eric DeMattia, Mathematics
Mrs. Diana Dennis, Cafeteria Manager
Mrs. Kathy Dunham, EFE/LACC Bookkeeper
Mr. Joseph Durbin, Fine Arts and Foreign Language
Mrs. Rachel Erschen, Mathematics
Mr. Jesse Faber, CTE
Mr. Danny Fiorini, Special Education
Mr. Jeff Flott, Guidance
Mrs. Jill Francis, Science
Mr. Daniel Fulton, Technology Assistant
Mrs. Jodi Giovanini, Paraprofessional
Ms. Alex Gordon, Custodian
Mrs. Helen Grove, Cafeteria
Ms. Elizabeth Hatfield, English
Mr. Roger Henkel, Transportation
Mr. Richard Higgins, Fire Science
Mrs. Linda Hoffman, Fine Arts and Foreign Language

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Mrs. Kimberly Hoss, Social Studies
Mrs. Julie Jacobs, PTHS Administrative Assistant
Ms. Brittany Janz, Mathematics
Mrs. Lisa Jennings, Paraprofessional
Mrs. Dana Knapp, Special Education
Mrs. Amy Krause, Technology Coordinator
Mr. Jacob Krause, Mathematics
Mr. Dan Kridner, Maintenance
Mrs. Jodi Lancaster, CTE
Mrs. Diane Lee, Cafeteria
Mr. Michael Lucas, P.E.
Mrs. Dawn Mack, Special Education
Mrs. Denise Mallory, Special Education
Mr. Doug Masching, CTE
Ms. Lisa Meyer, Guidance Dept. Chair
Mrs. Anne Mund, Cafeteria
Mrs. Stephanie Nelson, CTE
Mr. Nate Nollen, Science Dept. Chair
Mr. Alex Pantazi, Fine Arts and Foreign Language/Paraprofessional
Mr. Chuck Prong, CTE
Mr. Tom Ramseyer, English Dept. Chair
Mr. Steve Randall, Custodian
Mrs. Connie Rebholz, PTHS Administrative Assistant
Mrs. Amy Richardson, CTE
Mr. Paul Ritter, Science
Ms. Daria Robinson, District Office Administrative Assistant
Mr. Durrell Robinson, Full-Time Substitute
Mrs. Ruth Ann Rodino, CTE
Ms. Nicole Ropp, P.E.
Mrs. Pam Sawyer, Paraprofessional
Mr. Scot Schickel, Fine Arts and Foreign Language Dept. Chair
Mrs. April Schneeman, Special Education
Mrs. Kim Schulz, LACC Administrative Assistant
Mrs. Beth Shelton, Paraprofessional
Mr. Chad Shepherd, Mathematics Dept. Chair
Mrs. Stephanie Smithson, P.E. Dept. Chair
Mr. Mike Soares, English
Mrs. Kim Spafford, EFE/LACC Special Projects Coordinator
Mrs. Kris Stahler, Paraprofessional
Mr. Kenny Stamm, Custodian
Mr. Nathan Stein, Social Studies
Mr. Eric Sweetwood, Social Studies Dept. Chair
Mrs. Angela Thomas, School Psychologist/Special Education Dept. Chair
Mrs. Betsy Thompson, Career Coordinator
Ms. Erin Vazzi, Paraprofessional
Ms. Sarah Verdun, Science
Mrs. Susan Verdun, Guidance Administrative Assistant
Mr. Nick Vogt, Fine Arts and Foreign Language
Mr. Ryan Woith, CTE

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SECTION 2
SCHOOL INFORMATION AND PROCEDURES

GENERAL SCHEDULE

Monday, Tuesday, Friday

Period	Time
1	7:55 - 8:40
2	8:45 - 9:30
3	9:35 - 10:20
4	10:25 - 11:10
5a	11:15 - 11:40
5b	11:45 - 12:10
5c	12:15 - 12:40
6	12:45 - 1:30
7	1:35 - 2:20
8	2:25 - 3:10

Wednesday

Period	Time
1	7:55 - 9:30
3	9:35 - 11:10
5a	11:15 - 11:40
5b	11:45 - 12:10
5c	12:15 - 12:40
5d	12:45 - 1:15
7	1:20 - 2:50
Activity	2:50 - 3:10

Thursday

Period	Time
2	7:55 - 9:30
4	9:35 - 11:10
6a	11:15 - 11:40
6b	11:45 - 12:10
6c	12:15 - 12:40
6d	12:45 - 1:15
8	1:20 - 2:50

2:35 DISMISSAL

Monday, Tuesday, Friday

1	7:55 - 8:35
2	8:40 - 9:20
3	9:25 - 10:05
4	10:10 - 10:50
5a	10:55 - 11:20
5b	11:25 - 11:50
5c	11:55 - 12:20
6	12:25 - 1:05
7	1:10 - 1:50
8	1:55 - 2:35

Wednesday/Thursday

1 or 2	7:55 - 9:20
3 or 4	9:25 - 10:50
5a or 6a	10:55 - 11:20
5b or 6b	11:25 - 11:50
5c or 6c	11:55 - 12:20
5d or 6d	12:25 - 1:05
7 or 8	1:10 - 2:35

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EMERGENCY AND SHORTENED DAYS

Emergency Days

Seven days are built into the school calendar and are used to meet the State's minimum required meeting days for a school year.

Utilization of Unused Snow Days

7 days remaining – May 23, 24, 25, 29, 30, 31, June 1

6 days remaining – May 23, 24, 25, 29, 30, 31

5 days remaining – May 23, 24, 25, 29, 30

4 days remaining – May 23, 24, 25, 29

3 days remaining – May 23, 24, 25

2 days remaining – May 23, 24

1 day remaining – May 23

IF IT BECOMES NECESSARY TO CLOSE SCHOOL BECAUSE OF WEATHER OR OTHER EMERGENCIES, THE ADMINISTRATION HAS SET UP THE FOLLOWING PROCEDURES AND CHANNELS OF COMMUNICATION TO ASSIST YOU:

1. Listen to WJEZ/WTRX or watch WHOI television. Other radio stations also informed are WBNQ-Bloomington.
2. School Administrator will send a message through Skyward Skylert system to notify you of the late start, early dismissal, or cancellation.
3. Check the PTHS Website (www.pontiac90.org). If conditions such as power failures do not allow remote access to the PTHS website for an update, please refer back to 1 & 2.

DAILY ANNOUNCEMENTS

Daily announcements will be posted on the PTHS website and emailed to students and parents each evening.

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ACTIVITY SCHEDULE

The schedule for activity meetings during the school year is listed below. The meetings will be conducted on Wednesdays from 2:50 - 3:10 p.m. Clubs will be grouped (Group A, B, C, or D) to reduce the number of conflicts between groups. The division is:

Group A	Location	Group B	Location
Key Club	Auditorium	Art Club	Room 13
FCCLA	Room 122A	Thespian Society	Room 132
HOSA	Room 10	Student Council	Auditorium

Group C	Location	Group D	Location
FFA	Room 14	Pontio	Room 134
TRI-M	Band Room	Interact	Library
CHIEF	Room 136	NHS	Auditorium
Peers in Action	Room 124A		

Activity Meetings are as follows:

1st Semester

September 6 - Group A
September 13 - Group B
September 20 - Group C
September 27 - Group D
October 4 - Group A
October 11 - Group B
October 18 - Group C
October 25 - Group D
November 1 - Group A
November 8 - Group B
November 15 - Group C
November 29 - Group D
December 6 - Groups A & B
December 13 - Groups C & D

2nd Semester

January 10 - Group A
January 17 - Group B
January 24 - Group C
January 31 - Group D
February 7 - Group A
February 14 - Group B
February 21 - Group C
February 28 - Group D
March 7 - Group A
March 14 - Group B
March 21 - Group C
April 4 - Group D
April 11 - Group A
April 18 - Group B
April 25 - Group C
May 2 - Group D
May 9 - Group B & C
May 16 - Group A & D

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ASSISTANCE IN SCHOOL

The following indicates the most frequent problems encountered by students and the place where help is obtained.

HEALTH CENTER

Illness	Healthcare Information
Medications	Injury

GUIDANCE

Class Schedules	Scholarship/Financial Aid
College/Career Information	Summer School
Graduation Requirements	Transcript Requests
Personal/Class Concerns	Transfer/Withdrawal
Locker Combinations	Review of Credits

CAFETERIA

Breakfast/Lunch waiver	Account Deposits
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MAIN OFFICE

Absenteeism	Tardiness
Change of Address/Phone #	Truancy
Locker Problems	Theft
Lost and Found	
Insurance	

BUILDING ENTRANCE AND DEPARTURE

Students are permitted in the Commons area after 7:00am. All students must sign in at the main office after 7:55 am. Entrance after this time should be done at the Indiana Street entrance using the security buzzer system. Students are expected to depart the building by 4:00pm unless participating in an organized activity under the supervision of a faculty member or waiting for a bus arrival.

FINES, FEES, and CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. All students are expected to pay a registration fee, which is set annually by the Board of Education. Additional fee charges can be issued for classes requiring labs and/or workbooks. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, netbooks, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at (815) 844-6113.

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EMERGENCY DRILLS

1. Periodic drills will be held throughout the year.
2. Instructions are posted in each room and reviewed by teachers. Crisis Management Plans are provided to each teacher.
3. Please cooperate during drills. Their purpose is to prepare you for a safe and orderly procedure in dealing with a life threatening situation.
4. The fire alarm signal is a steady blast on the fire alarm horns.
5. The inclement weather (tornado) signal will be an announcement made over the intercom.
6. "All clear" for tornado and code yellow situations will be announced over the intercom. Procedures for an active shooter will follow those outlined in the Crisis Management Plan. "All clear" after a fire alarm has sounded will be given by school personnel.

HOMELESS STUDENTS

The Pontiac Township High School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

In an effort to comply with the McKinney-Vento Homeless Assistance Act, Pontiac Township High School affirms that all homeless students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless. Please report to the Guidance Department for assistance.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available for purchase by every student enrolled at PTHS. Athletes are required to carry a policy or have an insurance waiver on file. According to a schedule of benefits listed in the policy, some expenses incurred in an accident suffered while in school, while in an authorized school sponsored trip, and while traveling to or from school are covered. If you have school insurance and sustain an injury, report it at once to the office and obtain a claim blank. It is the student's responsibility to take the claim to the doctor and see that it is processed.

LOST AND FOUND

A lost and found area will be maintained in the main office. Students are encouraged not to bring valuables or excessive amounts of money to school. All items unclaimed at the end of the school year will be donated to charity.

NON-CUSTODIAL REQUEST FOR RECORDS

If a non-custodial parent would like to receive copies of report cards, progress reports and discipline referrals you need to submit a written request. The request should be directed to the Principal.

ASBESTOS NOTICE TO ALL STUDENTS, EMPLOYEES, AND PARENTS

In accordance with federal regulations (45FR61987) Pontiac High School is required to notify all students, employees, and parents, that friable asbestos is present in some areas of the building. A program has been implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed.

PESTICIDE AND LAWN CARE APPLICATION NOTICE

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides and lawn care products to school grounds. To be added to the list, please contact the school. Notification will be given before application of the pesticide and lawn care products. Prior notice is not required if there is imminent threat to health or property.

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TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

SCHOOL ACTIVITY ACCOUNT

All funds raised by school clubs and classes are to be deposited with the School Activity Treasurer. In order to withdraw funds to pay bills, the treasurer of the organization prepares a payment order in duplicate and has the organization president and faculty advisor sign it. The order is then presented to the School Activity Treasurer who issues a check.

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STUDENT HEALTH CENTER

The mission of the Student Health Center at Pontiac Township High School is to improve the overall physical and emotional health of students working in cooperation with the existing school health education curriculum and community health care services.

The Student Health Center is staffed by Mary Jo Krall, DPN, LNP, Lindsay Masching, RN, and Norma Francis, Secretary. The Student Health Center is funded by a grant from the Department of Human Services with donations from Humiston Trust, PTHS, Livingston County Health Department, and others.

The Student Health Center provides services such as:

- Emergency care
- Administer all prescription and non-prescription medication
- Routine medical care, including acute and preventive
- Laboratory screens
- Immunizations
- Prenatal counseling and referral to health care provider
- Chronic care counseling
- Counseling services
- Nutrition services
- Health education including sex education, substance abuse, etc.
- Referrals to other needed services
- Home visits on delinquent students
- Pregnancy tests
- STD screening and treatment

All students may use the Student Health Center provided they have written consent from parents or guardians. First Aid or emergency care can be provided to students without parental or guardian consent.

It is extremely important that all students with health problems apprise the staff at the Student Health Center of their condition and of any medications they are taking. Appropriate PTHS staff/faculty will also be informed of a student's condition which could lead to a possible classroom emergency.

Students are allowed to use the Student Health Center before and after school, during study hall, or during lunch hour and appointments can be scheduled. Students should obtain a pass from their teacher and the Student Health Center will sign the pass for the student to return to class when their visit is completed. In an emergency situation, students can proceed directly to the Student Health Center and the office will be notified.

All services are confidential.

Medication: All medications are to be kept locked at the Student Health Center and will be dispensed by the Nurse Practitioner or an R.N. Those students with prescribed inhalers or Epi-Pens are strongly encouraged to keep medication with them.

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. The medications distributed shall be those required during school hours for students with acute or chronic illnesses or disabilities.

The guidelines outlined below are to help reduce the number of medications given in school, yet ensure safe administration of medications for those students who require them.

--Administration of all student medications will be handled through the Student Health Center Office.

--ALL student medication must be accompanied by a Student Health Center signed consent form. Failure to present all of the appropriate paper work will result in no medication being distributed to the student that day.

--ALL medication must be brought to school in the original package or an appropriately labeled container, displaying the following:

- Student's name
- Prescription number
- Medication Name/Dosage
- Administration route and/or other directions
- Date and refill

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- Licensed prescriber's name
- Pharmacy name, address, and phone number
- Name or initials of pharmacist

Prescription medication found in a student's locker or on the student's person will be considered in violation of the school's regulations concerning drugs and will be confiscated, excluding inhalers and Epi-Pens used by asthmatics.

Over the counter medications (OTC) will be distributed only through the Student Health Center with parental consent.

Students will be responsible at the end of the treatment regime for removing any unused medication from the school. If the medication is not picked up by the end of the school year, it will be disposed of and documented that the medications were discarded. Medications will be discarded in the presence of a witness.

IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering in ninth or twelfth grade; and
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Failure to comply with the above requirements at the time of registration will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.

Eye Examination

All students entering an Illinois school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian and primary care physician present to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption; this document must be signed by the student's primary care provider
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

SELF-ADMINISTRATION OF MEDICATION

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." Pontiac Township High School District 90 shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the Pontiac Township High School District 90 and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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THEFT REPORTS/STOLEN ITEMS

Unfortunately, thefts do occur; therefore, students are encouraged not to bring valuable items or large sums of money to school. At any time an item is stolen, a student is to report the incident to their teacher. The teacher will then send the student to the office to fill out a theft form and have a conference with the principal. A report of the incident will be filed with the principal, and students are encouraged to report the incident to the local law enforcement agency. The student is responsible for properly locking hall and P.E. lockers, as well as keeping the combination to the locks of those lockers confidential.

WORK PERMITS

Work permits will be issued in accordance with the Illinois Child Labor Law in the high school office. The following steps apply to minor children in each of the following age categories:

Students Age 15 And Under

1. A statement from the employer on official stationery stating the intent to employ, the type of work, and the hours of employment.
2. A physician's statement stating the student is in good health.
3. Parent accompanies the student when they apply for the permit and supplies a written statement, for the record, giving their permission for the student to work.
4. Documentation of age, which can be (in descending order of preference):
 - a. Birth Certificate or transcript thereof; signed statement of recorded date of birth by County Clerk or vital statistics registrar; or a hospital record that was sent to the parents.
 - b. A Baptismal Certificate or transcript thereof.
 - c. Other documentary evidence, such as a Bible record; a certificate of confirmation or other church ceremony that is at least 1 year old; passport, immigration paper, or insurance policy, as long as it was issued at least 1 year prior to its submission.
 - d. Last acceptable proof: a school record or school census record of age, along with a certificate signed by a physician stating that he/she has examined the student and is of the opinion that said student is of the stated age.

Students 16 and Older

1. Documentation of age as outlined above.

NOTE: Permits must be renewed every school year. This includes all of the steps pertaining to each age category of student.

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Section 3 ENROLLMENT AND ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

26 credits are required for graduation from Pontiac High School.

The following are required credits/units that must be earned to qualify for graduation:

- 1 Unit United States History
- 4 Units English
- 3 Units Mathematics
- 2 Units Science
- 4 Units Physical Education (including 1/4 unit in Driver Ed and 1/2 unit in Health) *1
- 1/2 Unit Social Studies *2
- 1/2 Unit Civics *3
- 1/2 Unit Consumer Education *4
- 1 Unit Fine Arts, Foreign Language, or Career and Technical Education *5

The above list gives a total of 16 1/2 credits/units. The remaining credits needed for graduation will come from elective courses.

- *1 Students are required to be enrolled in physical education (health and driver education included) every semester that they are enrolled in school unless exempted by Board of Education Policy. Students not physically capable of participating in P.E. classes must have a physician's written recommendation.
- *2 The additional 1/2 unit of credit in social studies may be taken from the following: World Geography, Illinois Studies, Psychology, Sociology, Economics, or International Relations.
- *3 All Constitution tests must be passed as administered by the Social Studies Department.
- *4 Consumer Education, Consumer Management, Economics, Ag Bus Management, or Interrelated Cooperative Education may be taken to meet the consumer education requirement.
- *5 One (1) unit or some combination equaling one unit.

Grade Level Status – Grade level status will be determined at the end of each academic year and will be as follows:

Sophomore: 6 credits

Junior: 12 credits

Senior: 18 credits

Only juniors and seniors receive opportunities such as access to special courses including those in the Livingston Area Career Center or school activities such as Homecoming and Prom.

COURSES OF STUDY: REQUIRED AND ELECTIVE

FRESHMAN REQUIRED

English I or Rhet I (H) (English Essentials may also be required)

General Science or Biology

Concepts in Algebra, Algebra I or Geometry

Global Studies

Physical Ed

FRESHMAN ELECTIVES

- | | |
|-------------------------------------|--------------------------------|
| Art I | Intro to Agriculture |
| Band | Intro to Industrial Technology |
| Chorus | Orient. To Health Occ. (1/2) |
| Computer App (1/2) | Spanish I |
| Computer Science (1/2) | Textiles & Design (1/2) |
| Family & Career Relationships (1/2) | Web Design I (1/2) |
| Foods I (1/2) | World Geography (1/2) |
| Illinois Studies (1/2) | |

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SOPHOMORE REQUIRED

Driver Education (1/4)
 English II or Rhet II/American Lit (H)
 Health (1/2)

Mathematics
 Physical Ed (1/4)
 Science

SOPHOMORE ELECTIVES

Accounting I
 Adv Computer App (1/2)
 Agricultural Science
 Algebra II
 Algebra II/Trig
 Art II
 Basic Auto Main. (1/2)
 BSAA
 Chemistry
 Child Development (1/2)
 Consumer Ed/Mgmt (1/2)
 Drafting I (1/2)
 Drafting II (1/2)

Foods II (1/2)
 Earth Science
 Geometry
 Intro to Ecology
 Intro to Welding (1/2)
 Music Theory I
 Plane Geometry
 Small Engines Repair (1/2)
 Spanish II
 Textiles & Design II (1/2)
 Woods I (1/2)
 Woods II (1/2)

JUNIOR REQUIRED

Eng III or Rhet III
 Mathematics
 Physical Ed
 U.S. History or AP U.S. History

JUNIOR ELECTIVES

Accounting II (1/2)
 Ag Bus Management
 Anatomy/Physiology
 AP Biology
 AP Chemistry
 AP Music Theory
 AP Stats/MATH 141 (HCC Dual Credit)
 Art III
 EASC 111/122 (HCC Dual Credit)
 Economics (1/2)
 Intl Relations (1/2)

Intro Speech (1/2)
 Landscape/Turf Mgmt
 Marketing (1/2)
 Natural Resource Mgmt
 Physics
 Pre-Calculus
 Psychology (1/2)
 Renewable Energy
 Sociology (1/2)
 Spanish III

SENIOR REQUIRED

English
 Civics (1/2)
 Physical Ed

SENIOR ELECTIVES

Accounting II (1/2)
 AP Calculus
 AP Spanish
 AP Studio Art
 EASC 111/122 (HCC Dual Credit)

ENGL 101 (HCC Dual Credit)
 Intl Relations (1/2)
 AP Stats/MATH 141 (HCC Dual Credit)
 Parenting (1/2)

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SPECIAL EDUCATION COURSE OFFERINGS

Adaptive Living	Applied U.S. History
Alternative Learning Program (ALPs)	Life Skills Program
Applied Civics	Reading Essentials
Applied English	Resource
Applied Math	Transitional English
Applied Science	Transitional
	Math

LIVINGSTON AREA CAREER CENTER COURSE OFFERINGS

Qualified Juniors and Seniors may have the option of taking classes from the Livingston Area Career Center. Students interested in taking career courses must apply to the LACC when they register for classes. Students can take up to two courses each year unless they have Administrative approval. The LACC courses include:

Automotive Technology I & II (2)	EMT/Emergency Medical Technician (2)
CISCO-Computer Tech. I & II (2)	Engineering/Arch. Design I (2)
CNA/Cert. Nursing Asst. (2)	Fire Science I & II (2)
Computer Maintenance I & II (2)	Law Enforcement I & II (2)
Construction Trades I & II (2)	Manufacturing Technology (2)
Cosmetology (2) or (3)	Medical Terminology (2)
Culinary Arts I & II (2)	Visual Media Art I & II (2)
Early Childhood Ed. I & II (2)	Welding I & II (2)

OTHER CREDIT COURSEWORK

A student may earn credits toward high school graduation from any approved and accredited junior college, an approved correspondence program, the Illinois Virtual High School, Apex Learning, and/or accredited high school programs. Prior to enrolling, students must have administration/counselor approval. Approval may not be given for a class already offered by PTHS that can be placed in the student's schedule. Graduation credit will be awarded upon successful completion of these courses; however, no GPA credit will be calculated for courses taken for credit recovery. Students taking a course through an approved junior college must successfully complete at least a two (2) semester hour course to receive a half (1/2) credit towards fulfilling their high school graduation requirements. Payment of any tuition/cost for this coursework is the responsibility of the student. This policy may be modified on an individual basis for any student with administrative approval.

DUAL CREDIT COURSES

Pontiac Township High School is proud to offer dual credit courses with both Heartland Community College and Parkland College. If students are interested in participating in the dual credit courses need to prepare for this experience almost a year in advance.

Students are required to meet placement test scores and prerequisites. Students can obtain appropriate score placement based on official ACT, SAT, or ACCUPLACER scores. If students need to take or retake placement tests, this process needs to be completed before set deadlines.

Students are required to purchase their own textbooks for dual credit courses and cover any additional course/lab fees that may be associated with individual courses. At this time, there are no tuition fees for dual credit courses.

Dual credit is a wonderful opportunity for students. Dual credit students are beginning their official college transcript. Grades earned in Dual Credit classes will be part of the students' record throughout his/her college career. There may be financial aid and/or academic implications that students need to research before enrolling in dual credit courses. Not all colleges award college credit for all dual credit courses. It is the students'/parents' responsibility to research this information with various colleges through the admissions departments.

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SCHEDULE CHANGES

A schedule change may occur when a student requests to change from one course to another during specific time frames during the school year. Every effort is made to schedule students into their requested courses. The guidance department cannot honor requests for specific course sections, teachers, or lunch periods.

Students must make any necessary course changes during the following times:

1. Courses for the next school year can be adjusted as needed for one week after course verifications are set home. Specific dates will be listed on the verification sheet.
2. Courses for the next school year can be adjusted as needed before registration upon the return of the guidance staff. This one week window occurs sometime between the 1st and 2nd week of August. Schedule changes will not be made during registration to ensure course fees are accurate.
3. Due to sections size numbers, once school has started schedule changes need to be kept to a minimum, but allowed during the first five days of school with parental approval on schedule change form. Again, the guidance department cannot honor requests for specific course sections, teachers, or lunch periods.
4. After the first five days of school, student/parent requested schedule changes will no longer occur for 1st semester and any such request will fall under the "withdrawing from a class" policy.
5. Changes that need to be made for 2nd semester will occur upon return from Thanksgiving break through final exams with parental approval on schedule change form.
6. Due to sections size numbers, once second semester has started schedule changes need to be kept to a minimum, but allowed during the first five days of 2nd semester with parental approval on schedule change form. Again, the guidance department cannot honor requests for specific course sections, teachers, or lunch periods.
 - If a student wishes to change Marching Band or any LACC class on his/her schedule, the band instructor or LACC office will also need to sign the schedule change form once school has started in conjunction with the parent. (See # 3, 5, and 6 above)

WITHDRAWING FROM A CLASS

The following procedure for withdrawing a student from a class will be followed when all efforts have been exhausted to work out an agreeable solution to keep the student in the class:

A student requests permission to withdraw from a class through their assigned counselor.

Withdrawal must be approved by the administration.

If request is approved prior to the first or third quarterly progress reports the students' transcript will be marked "WX," indicating that the class was attempted but not completed. If the request to withdraw from a class is made after the first or third quarterly progress reports the students' transcript will be marked, "WF," indicating a withdrawal with a failing grade. "WX" has no impact on a student's GPA.

"WF" will negatively impact the students GPA.

If a student is unable to continue a course because of medical problem or other extenuating circumstances, the student may request to withdraw from the class without any penalty (WX) with the approval of the administration and with the recommendation of a physician. Students may be dropped from a class with a WF, after parent contact has been made, if the student's behavior is interfering with teacher instruction and the learning of other students.

GRADE PROGRESS REPORTS

Progress reports are also issued at the mid-point of each grading period. These reports are used to inform parents of both good and poor progress. Parents are encouraged to discuss their children's progress with the teachers.

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GRADE POINT SYSTEM

The grade points assigned to the letter grades for the purpose of computing grade point averages are as follows:

A - 4 D - 1
B - 3 F - 0
C - 2

Incomplete grades are counted as 0 credit. Should the incomplete be made up later, the grade reflection, if any, will be only from the semester the course was completed.

CLASS RANK 9-12

Class rank will be determined based upon PTHS grade point average credit classes only. Senior students who meet high honor roll (3.75 or above) will be recognized at graduation.

VALEDICTORIAN/SALUTATORIAN SELECTION

The student(s) with the highest GPA and the following will be selected as the Valedictorian(s):

Math – 4yrs
English – 4yrs
Science – 3yrs
Social Studies – 3yrs
Have taken at least three AP courses, along with the AP tests

The student(s) who has met the above criteria and has the second highest GPA would be considered the Salutatorian.

INTERPRETATION OF LETTER GRADES

Semester grades must be calculated using percentages. Plus and minus symbols may be used in all grade reporting.

In figuring the semester grade, the comprehensive semester grade will reflect student learning throughout the entire semester, including any final summative assessment administered. A final summative assessment can count for up to 20% of the semester grade. Each department may decide the percentage for the summative assessment; however the percentage must be consistent within common classes.

Each semester grade will stand on its own. There will be no conditional grades given.

An “I” indicates that work has not been satisfactorily completed. Incomplete grades may be given only for health reasons or circumstances approved by the administration. Incomplete work must be completed within two weeks after the close of the grading period unless approved by administration. All incomplete assignments, tests, and exams will be recorded as a “0” if the student does not complete the work within the required make-up time frame.

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CRITERIA FOR DETERMINING GRADES

What does it mean to earn a/an	Characteristics of work to earn that grade...
<p style="text-align: center;">A (100 – 92%)</p>	<p>Superior command of the knowledge, skills, and practices embodied by the content-area standards assessed within course.</p> <ul style="list-style-type: none"> • Assessment scores indicate a superior level of understanding of concepts and skills. • Oral performance/evaluations demonstrate high level of fluency, accuracy, and good pronunciation. • Assignments are on time, complete, well organized, and of superior quality and show attention to detail. • Learning goals are fully or consistently met and exceeded.
<p style="text-align: center;">B (91 – 83%)</p>	<p>Solid command of the knowledge, skills, and practices embodied by the content-area standards assessed within course.</p> <ul style="list-style-type: none"> • Assessment scores indicate a solid grasp of concepts and skills. • Oral performance/evaluations demonstrate good level of fluency, accuracy, and pronunciation. • Assignments are generally on time, complete, thorough, and organized with some attention to detail. • Most of the learning goals are fully or consistently met.
<p style="text-align: center;">C (82 – 74%)</p>	<p>Partial command of the knowledge, skills, and practices embodied by the content-area standards assessed within course.</p> <ul style="list-style-type: none"> • Assessment scores indicate partial acquisition of skills and concepts. • Oral performance/evaluations demonstrate a satisfactory level of fluency, accuracy, and fair pronunciation. • Assignments are generally complete, but quality, thoroughness, timeliness, and organization vary. • More than half of the learning goals are fully or consistently met.
<p style="text-align: center;">D (73 – 65%)</p>	<p>Limited command of the knowledge, skills, and practices embodied by the content-area standards assessed within course.</p> <ul style="list-style-type: none"> • Assessment scores indicate limited acquisition of skills and concepts. • Oral performance/evaluations demonstrate a weak level of fluency and accuracy and poor pronunciation. • Assignments vary widely in quality, thoroughness, and organization; are frequently late; and show little attention to detail. • Only a few of the learning goals are fully or consistently met.
<p style="text-align: center;">F (Below 65%)</p>	<p>Very Limited command of the knowledge, skills, and practices embodied by the content-area standards assessed within course.</p> <ul style="list-style-type: none"> • Assessment scores indicate a very limited grasp of concepts and skills. • Oral performance/evaluations demonstrate a very limited level of fluency, accuracy, and pronunciation. • Assignments show poor quality, are frequently incomplete and late, and do not show attention to detail. • None or almost none of the learning goals are fully or consistently met.

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RE-TAKE/RE-LEARNING POLICY

Rationale

The learning of concepts for students may occur at different rates or as a result of different experiences or support. Since all students will be measured against the content and standards for the subject area, retakes are allowed for all students who have failed to meet the minimum competency and mastery requirements of the standards. As the teacher is the authority in the classroom, the teacher maintains the right to disallow a retake at his/her discretion determined on a case by case basis.

Description

Students have the opportunity to demonstrate higher mastery of the standards than was previously demonstrated on an initial assessment.

- If a student does not meet a minimum expectation set on the assessment by the teacher, a student will be encouraged to participate in relearning and reassessing.
- Students who desire to improve their performance (regardless of the original grade) may also participate in the retake process.
- The better of the two scores will be recorded.
- If a student is failing to meet minimum standards, he/she will be encouraged to continue in this process until a passing level is met. This will result in the student being encouraged to attend tutoring hours in the study hall after school.
- The ability to participate in retaking an assessment may be revoked at any moment based upon the discretion of the teacher.

FAQs

What about responsibility? The redo will foster responsibility by holding students accountable for the material. In this way, students are actually taught responsibility by maintaining a high level of expectation regarding the learning of specific content and standards.

If they must work to relearn material, isn't a student always behind? No. They will be required to catch themselves up with the teacher and others on their own time. It will be much work and effort, but students will be expected to keep up with the current material in the course while participating in a make-up.

Won't students simply intentionally do poorly the first time on the assessment knowing that they can get a retake? In this way, won't they have an advantage over those that took the assessment on time? All students have the ability to retake an assessment to demonstrate a higher level of mastery—even students earning an A on the original assessment. However, participation in the process of a retake will be rigorous and demanding. Again, anyone thought to be manipulating the teacher will not be allowed the retake opportunity.

What does teacher discretion mean? If a topic is based upon a minor standard, a retake may not be allowed. If a student attempts to take advantage of the system, a retake may not be allowed. If a student wastes the teacher's time by failing to adequately prepare for the retake, a retake may not be allowed. In addition, there may be other instances evaluated on a case by case basis where a retake may not be allowed. Students should see the retake policy as an opportunity in the classroom rather than a right.

Examples of what a student may be required to complete prior to being able to retake an assessment:

Students that either choose to participate in a retake, or are encouraged due to poor performance, will have to complete additional learning. The teacher has the ability to adjust this policy based upon the individual needs of the student. Items that may need to be submitted in order to participate in the retake process may include:

- Submission of a calendar detailing deadlines and future learning.
- Evidence of up to 5 relearning activities including but not limited to: meeting with a tutor, meeting with a teacher, additional completed assignments from the text, etc...
- Submission of a typed letter detailing the mistakes and errors in thinking and process on the first version.
- The original version of the assessment with the signature of an adult in the household.
- Other reasonable requests of the teacher.
- Students will be able to retake an assessment prior to the next scheduled assessment.
- Retakes will not be allowed the final week of the semester.
- The teacher reserves the right to consider adjustments on a case by case basis.

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SCHOLASTIC HONOR ROLL

Pontiac Township High School recognizes all students who maintain a consistently high level of achievement in the subject matter field. This recognition is a published list of Honor Roll students in our community newspaper. Three honor rolls are designated for students who achieve high levels of academic excellence. The three honor rolls include:

- Straight A Honors (*summa cum laude*) - attainment of A's in all classes;
- High Honors (*magna cum laude*) - attainment of 3.75-4.0 in all classes which count toward GPA;
- Honors (*cum laude*) - attainment of 3.0-3.74 in all classes which count toward GPA.

Students receiving a D or F in any course as a 9-week or semester grade do not qualify for Honor Roll designation for that grading period.

DRIVER EDUCATION

Classroom and behind-the-wheel training is available to those students who have reached the proper age level. This course prepares the student for the acquisition of a driver's license by providing safe driving instruction and driving experience. Parents or guardians will be able to reinforce the school's instruction during time allowed for compliance to the state's "Graduate to Safety 50 Hour Certification Sheet."

The course of instruction required of each student at the high school level shall consist of a minimum of 30 clock hours of classroom instruction taught by a certified high school teacher. Each driver education course is offered during a nine week period.

Any student failing to comply with the 30 clock hours will have to repeat the course. Excessive absenteeism or extended illness could warrant the course being repeated.

Also, an approved course in practice driving consisting of a minimum of 6 clock hours of individual behind-the-wheel instruction or its equivalent in a car shall be provided.

Any student attending Pontiac Township High School who wishes to take Driver Education must meet the following criteria:

1. The student must receive a passing grade in at least eight courses during the previous two (2) semesters before enrolling in Driver Education, or in the case of drop outs, their last two semesters and must be sixteen years of age before they would be eligible to enroll in the Driver Education course in the normal high school sequence.
2. The definition of a course is any class at the high school for which a student receives one-half credit GPA per semester and that credit is on the official transcript.
3. If the eight (8) course restriction requires the evaluation of junior high grades, the grades must be from an official transcript or certification from the school. A student report card may not be used for verification.
4. If a student is home schooled, the individual responsible for the education of the student must certify that the courses being considered were passed successfully. This certification must be in writing and notarized, preferable at the District Office. All students meeting these criteria will be placed in classes first by their age (oldest to youngest) and second by the classroom space available.

The Superintendent of schools may waive the eight (8) course requirement only when there are extreme financial, economic or personal circumstances warranting such a waiver. The superintendent will request high school administration, counseling department, and driver education teachers to review the circumstances surrounding the waiver request and to submit a written request within five (5) school days of the receipt of the recommendation.

DRIVER EDUCATION BEHIND THE WHEEL (BTW)

Once students have successfully completed the driver education course at Pontiac Township High School, they can be enrolled in the Study Hall/Behind the Wheel course. Driver Education classroom is a PTHS graduation requirement, however Behind the Wheel is not. Students who are under 18 years of age are required by IL state law to pass both classroom and BTW in order to obtain an IL driver's license. Students, who are 18 years and older, only need to pass the classroom experience to order obtain an IL driver's license. Students wishing to enroll in this course must meet the following criteria:

The student must be enrolled in an Academic Learning Center, Band Academic Learning Center or Resource course. Students enroll in the course during the course selection process with their PTHS Guidance Counselor. Students are placed in various sections throughout the year based on birthdays. Every effort is made to ensure students have completed both the classroom and BTW experience before their 16th birthday, but this is not always possible.

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While students will not be driving everyday during BTW, the student is expected to have his/her driving permit with him/her each day at school. Refusing to drive and/or lack of a permit are all grounds for removal from BTW with a failure. BTW teachers will provide a general driving schedule to the students, but students need to be ready to drive each and every day. Failure to be prepared to drive on 2 or more days will be grounds for removal the BTW.

Attendance is vital during the BTW experience due to State of IL time requirements. Students may be removed from BTW if attendance is poor during their BTW course.

Students need to be prepared for their BTW experience. Students and parents are expected to complete part of the required 50 hours of driving BEFORE students begin driving with PTHS BTW teacher. Failure to do so may result in the student being removed from BTW for the semester with a failure. A student that fails behind the wheel two times is no longer eligible to drive with our BTW instructors.

If students are removed from either classroom or BTW courses, fees will be charged for each additional attempt. Students who receive a free and/or reduced lunch waiver will only have their classroom and BTW fee waived/reduced during their first attempt.

EARLY GRADUATION

Each individual request for early graduation will be reviewed and judged on the merit of the situation by the Superintendent or Designee. In order for students to be granted the opportunity to graduate early they must have been a student at PTHS for at least three consecutive years. Procedural steps to request early graduation are as follows:

1. Letter to Guidance Department from student and parents/guardians stating specific reason for early graduation request.
2. Confirmation by Guidance Department that graduation requirements will be met.
3. Conference with Superintendent or Designee to review criteria and rationale for request.
4. Early graduation request approved by Superintendent or Designee.

ROE ALTERNATIVE SCHOOL PLACEMENT MEMORANDUM OF UNDERSTANDING

Outside educational placements of students is never taken lightly. The ultimate decision of student placement at the ROE Alternative School is that of the PTHS administration. Parents and students will meet with the administration and guidance staff to complete the enrollment process when this decision is made. Unless otherwise instructed, students are to remain attending PTHS until the official start date at the ROE Alternative School is reached.

Students (and parents) understand that by choosing to attend the ROE Alternative School program, the following activities or privileges at Pontiac Township High School are no longer available to ROE Alternative Students:

- Attendance at all PTHS sponsored dances
- Participation in all PTHS sponsored graduation ceremonies
- Free admission to all PTHS sponsored activities

FIFTH-YEAR AND BEYOND STUDENTS

The School Board has agreed to release 5-year students after the final class in the student's day. This policy affects only those students choosing to attend school beyond 12th grade.

GRADUATION CEREMONIES

In order for a student to attend graduation ceremonies and receive a diploma from Pontiac Township High School, a student must attend PTHS and meet all requirements set forth by the Board of Education. Students who attend the ROE Alternative School will not be allowed to participate in the graduation ceremony. There will be no exceptions to this policy.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal by October 1.

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GUIDANCE SERVICES

COUNSELOR ASSIGNMENT: Lisa Meyer - A-K, and Jeff Flott -L-Z

The functions of the department can be divided into three areas: Educational Guidance, Career Guidance, and Personal Counseling.

Educational Guidance helps students develop their educational goals, select courses and make post-high school plans. The counselors schedule routine conferences at least twice a year with all the students to discuss their educational and vocational plans. Group guidance sessions are held to disseminate information and interpret test scores; however, this is never intended to discourage students from seeking individual help from a counselor when the need arises.

Vocational guidance aids students in gathering information and considering careers in conjunction with their standardized testing results. Special activities include a tour for all sophomores of the Livingston Area Career Center and the Career Day.

Personal counseling for students is voluntary, and a student may talk with any member of the department whom he chooses. What the student chooses to discuss with the counselor is held in utmost confidence. A student may arrange for an appointment during a study hall or before or after school. Some special activities provide students with more information and will help them make better informed choices. These activities are Freshman Orientation, Career Center Tours, Financial Aid Meeting, and standardized testing.

Students who meet certain academic criteria will be required to participate in state testing. At the student's expense, additional testing is offered. Juniors may take the Preliminary Scholastic Aptitude Test (P-SAT), and both juniors and seniors may take the SAT.

Various college catalogs are on the shelves in the Library. An up-to-date file of information on various occupations with regard to training and opportunities in all fields of work is available as well as pamphlets regarding social and emotional growth and development.

The department also accommodates frequent requests from graduates, and those who left school for some other reason. No request is too trivial, and the department always welcomes the opportunity to be of assistance.

Parent conferences are encouraged. If a parent has any questions regarding a student's educational or vocational plans, achievement, testing or post-high school training, he should call a counselor for an appointment. Mutual concerns always serve to benefit the student.

LIBRARY

The Dr. Ronald J. Yates Memorial Library provides resources for students through print and online collections that are housed at the high school and available on the Library webpage. Print materials include fiction and nonfiction books, magazines, and newspapers. Online subscription databases include magazine, newspaper, and reference articles as well as images, videos, and primary source documents. The Dr. Ronald J. Yates Memorial Library is also a member of the Alliance Library System which gives students access to library materials through inter-library loan from school, public, and academic libraries throughout Illinois.

Students are encouraged to use the Library during study halls and before and after school to work on assignments and access resources. The Library will be closed to students on occasion for instructional purposes.

Students who wish to use the Library during their study hall should report directly to the Library. Attendance will be taken and reported to the study hall supervisors. Students are expected to remain in the center for the entire period unless they have a signed pass from another teacher. Students are expected to follow the rules that are posted in the Library. Students who display inappropriate behavior will be removed and lose their sign in privileges as determined by the staff.

Most books are loaned for two weeks. Overdue fines will be charged for each day the item is late. Magazines are for overnight use only. Checked out books and other materials may be returned to the Library or the metal book return outside the center's doors.

Students are responsible for returning their loaned materials on time to the Library. After an item is five days overdue, the automated circulation system will generate an overdue notice. A second notice is prepared when an item is ten days overdue. Items more than 15 days overdue are considered lost and a bill is generated.

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NATIONAL HONOR SOCIETY: RULES AND REGULATIONS SELECTION METHOD

Membership in the Pontiac Chapter of the National Honor Society is based upon scholarship, leadership, service, and character. The minimum cumulative grade point average for scholastic Eligibility is 3.500 on the 4.000 scale.

Each scholastically eligible student will receive an activity information form to complete. It includes sections for co-curricular activities, leadership positions, community activities, work experience, and awards. The form is not an application and does not guarantee selection.

Members of the faculty will receive copies of the descriptions of leadership, service, and character. They will give their recommendations as to which of the scholastically eligible students fulfill the criteria for the membership. The five members of the faculty committee will meet to go over the activity forms and the faculty recommendations.

Students will be notified by letter of their selection into the Pontiac Chapter of the National Honor Society. They will be inducted at a formal induction ceremony in the Fall.

NEW RESIDENT STUDENTS

A student must reside with his/her natural parents or his/her legal guardian within the District's boundaries in order to attend without a tuition charge, except as otherwise provided by State law. The administration may require proof of residence. In the case of legal guardianship, verification may be requested by school administrators.

Entering freshmen and transfer students must provide a scholastic record from previous schools. These records will be accepted as correct in regard to student standing, birth date, and satisfactory completion of first eight grades-- unless reason for questioning of their validity arises. "Non-eighth grade graduates" will be accepted only in special cases, and such cases shall be reviewed and considered individually by the school administration. Each entering freshman will be required, in accordance with the state law, to submit a record of Illinois physical and immunization record upon entrance to school.

Scholastic achievement requirements for entering students may be established by the Board of Education.

NON-RESIDENT STUDENTS

Non-resident students will not be accepted for enrollment unless recommended by the administration and approved by the Board of Education. Tuition shall be in accordance with the last calculated total cost per student in the district.

PHYSICAL EDUCATION

All students will either take Physical Education daily or present a doctor's excuse to the office. If it is necessary that you be excused from participation in class for one day, you need to bring a statement from your parent and give it to your teacher, for more than one day, but not more than three days, you must bring a written statement from your doctor and give it to your teacher. For all medicals that are more than three days you must bring a note from your doctor (stating the specific reason and the length of time you will be unable to participate). A copy of the doctor's note will be kept by your teacher.

If you are on an extended medical (3 or more days) you will continue to report to your Physical Education class. In lieu of your participation you will be required to complete a written Sportsfolio, research paper or an activity allowed by your physician. Completion of the alternative assignment will count towards your participation grade.

It is imperative that you take responsibility and the initiative to communicate with your P.E. instructor when the need for a medical excuse from physical education arises. The failure to follow the medical procedure could result in the loss of credit.

All students enrolled in physical education are required to wear the official school physical education uniform. Proper gym clothing and shoes must be obtained promptly.

All students enrolled in physical education are required to wear the official physical education shirt (any athletic shorts will do regardless of color). Physical education shirts may be purchased at school through physical education staff.

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EXEMPTION FROM PHYSICAL EDUCATION

A student in grades 9 - 12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

1. Enrollment in marching band program for credit;
2. Ongoing participation in an inter-scholastic athletic program (student must be in 11th or 12th grade);
3. To enroll in academic classes which are required for admission to an institution of higher learning, (student must be in 11th or 12th grade); or
4. To enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in 11th or 12th grade)

Juniors and seniors who will be participating in one interscholastic sport will be allowed to waive physical education for one semester, but must add a semester course to their schedule. Participants in two or more interscholastic sports may waive physical education for the entire school year, but must add either two semester courses or a full-year course to their schedule. Freshmen through seniors participating in marching band may waive only the first semester of physical education, but must add a semester course to their schedule. Those students not enrolled in marching band but participating in flags may waive physical education for only the first quarter.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal Law.

A student who is eligible for special education may be excused from physical education courses if the student's Individualized Education Program team determines the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program.

Students who sign up for a P.E. waiver and then fail to participate in the designated sport/activity will be removed immediately from the course and returned to a P.E. class. The student will receive a WX (withdraw with no credit) in the academic class that is dropped and may not receive full credit in the physical education class.

PHYSICAL EXAMINATION

Students and transfer students will be required to submit a record of an Illinois physical examination and immunization record upon enrollment in Pontiac Township High School. Complete student health records shall be maintained according to State statutes.

RE-ENTERING STUDENTS AFTER WITHDRAWAL

Students may re-enroll at the beginning of the next semester within the same academic year under the following conditions:

- a. Parent(s) or guardian(s) must attend conference with principal and/or counselor to discuss the student's re-enrollment and status.
- b. Student will enroll with discipline portfolio in the same status as when he dropped school. A student will not start fresh in the accumulation procedures regarding detentions and suspensions if the student re-enters during the calendar year of withdrawal.

SCHEDULE INFORMATION

1. Check to make sure a course is listed for all eight periods each semester.
2. Schedule changes will be made for the following reasons (after the deadline for changing schedules has passed):
 - a. Failure of a prerequisite.
 - b. Addition of a course needed for graduation.
 - c. Teacher requests a change due to inappropriate placement.
3. All student-initiated schedule changes are subject to administrative approval and require a form to be filled out and signed by parent/guardian. Forms are available in the Guidance Office.

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RESPONSE TO INTERVENTION (RtI):

RtI is a multi-tier process that focuses on providing services and interventions to students who are struggling academically and/or behaviorally while improving student outcomes for all students. The 3 primary components of RtI are: (1) Using a multi-tier model to deliver increasingly intensive instructional supports, (2) Using a problem-solving method at each tier to determine the level and type of support needed, and (3) Collecting effective data to guide instructional decision-making. Typically, RtI is viewed as encompassing three tiers of supports:

- Tier One: Instructional Interventions provided to all students within the general education content areas. Schools should ensure that teachers are provided with research-based curricula that are proven to meet the needs of most students through effective implementation. Universal data is used to determine the effectiveness of this instruction.
- Tier Two: For students who continue to struggle, tier two supports are offered in a small group format to improve the probability of success in the content areas. For example, the student might receive an English class designed to strengthen and remediate skills in addition to their core English class. Strategic monitoring helps determine the success of the program and potential adaptations that need to be made.
- Tier Three: For the small percentage of students who do not respond to Tier One and Tier Two interventions, a referral will be made to the individual problem solving team. In some cases, a student may be referred directly to this team, based on available data, due to the severity of the academic and/or behavioral concerns. The purpose of the problem solving team is to analyze specific educational concerns for the student that continue to exist despite well-designed and implemented research-based interventions and develop an intensive support plan matched to the unique needs of the individual student. The plan should be provided in conjunction with the student's core academic program in attempts to remediate the skill deficit(s) and improve the probability of success. Frequent progress monitoring data is used to determine the success and the student's response to the intervention(s).

SECTION 504, REHABILITATION ACT OF 1973

Section 504 is an anti-discrimination, civil rights statute that is part of the Rehabilitation Act of 1973 [34 C.F.R. §104.3]. A person (age 3-22) qualifies for a 504 plan if the local school district determines that the identified physical or mental impairment substantially limits one or more major life activities. Major life activities include, but are not limited to: self-care, manual tasks (e.g. standing, sitting, lifting, bending), walking, hearing, seeing, speaking, thinking, learning, breathing, concentrating, interacting with others, working, and reading. The substantial limitation is determined by the severity of the person's disabling condition in comparison to same-age, non-disabled peers in the general population. In addition, the determination must consider what impact the disability would have in the absence of medical intervention or other mitigating measures such as assistive technology, medications, and/or accommodations.

CARE OF STUDENTS WITH DIABETES - If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Principal.

STUDENTS WITH FOOD ALLERGIES - State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 844-6113.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs

For questions related to this program or to express input in the school's English Learners program, contact the Special Needs Coordinator at 815-844-6113.

SPECIAL EDUCATION

An Individual Education Program (IEP) is developed for any student who meets the criteria to receive special education and related services under the Individuals with Disability Educational Act – Reauthorization 2004 (IDEA). An IEP is a written document designed by the multi-disciplinary team, including the student and his or her parents, which outlines the educational program and goals that are specific to the individual student's needs. The mission of the PTHS Special Education Department is to maximize student growth and independence to the furthest degree possible by tailoring education to the diverse and unique needs of the students.

STUDENT ASSIGNMENT

Placement of students shall be the responsibility of the Principal and shall be based on general achievement with consideration being given to the mental, physical, emotional, and social maturity of the child. In general, students transferring into PTHS will be placed in the same course level as in the school from which they transferred, but children transferring, as well as continuing students, may be retained or advanced in course levels at the Principal's discretion.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

The right to inspect and copy the student's education records within 15 school/business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first.

The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

1. Name
2. Address
3. Gender
4. Grade level
5. Birth date and place
6. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
7. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
8. Academic awards, degrees, and honors
9. Information in relation to school-sponsored activities, organizations, and athletics
10. Major field of study
11. Period of attendance in school

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Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

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TUITION-FREE RESIDENCY

The following qualifications must be met before a student may attend Pontiac Township High School on a tuition-free basis when his parents or legal guardians are not residents of the District:

1. That the student's residence in the district is permanent.
2. That the student's residence in the district be for reasons completely independent of his desire to attend school within the district (i.e., financial ward of the court).
3. That the individual's standing in "loco parentis" execute a legally adopted agreement defining the circumstances to the school board.

WITHDRAWING STUDENT FROM SCHOOL

1. Conference with parent/guardian.
2. Conference with the counselor/sign withdrawal form.
3. Administrative conference/signature on withdrawal form.
4. Prior to withdrawal, all textbooks must be returned to Library personnel. Netbooks and other school-issued equipment must be returned prior to withdrawal.
5. Student must remit all fees before withdrawal is finalized.
6. Copy of drop sheet made and given to student.
7. Withdrawal form in cumulative folder for record and transfer purposes.

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Section 4

ATTENDANCE PROCEDURES AND DEFINITIONS

The "Illinois School Code" states, "A child is subject to compulsory attendance and shall attend school on a regular basis in the district where the custodial parent resides."

Parents are reminded the Illinois School Law places full responsibility on parents or guardians of having students in regular attendance at school.

ATTENDANCE AND PARTICIPATION IN SCHOOL EVENTS

For students to be eligible to compete or perform in an activity on that day, they must be in attendance no later than 11:15 a.m. Students will be allowed to participate in and attend any school activities on a non-school day following an absence if the absence was excused or was pre-arranged. Students with special circumstances, other than illness, will be considered for participation only with prior administrative approval.

EARLY DISMISSAL PROCEDURES

Students who need to leave the building for a doctor, dental, court, or other valid appointment must call or present a written request from their parent/guardian to the main office before school or during a passing period. All requests for early dismissal must be approved by the administration.

Once the request is approved the student will receive an Early Dismissal Pass to present to the teacher and the main office when it is time to leave the building.

When leaving the building the student must sign-out in the main office. When returning to the building, the student must sign back in at the main office and may be asked to present a written statement verifying the appointment.

EXCUSED ABSENCE/UNEXCUSED/TARDIES

Students who are absent for a total of 10 or more days will be required to provide a doctor verification upon request to receive an excused absence, as determined by the administration. The note must be written by a doctor or a licensed medical practitioner. Failure to present this note will result in the absence being changed as an unexcused absence.

A conference with the administration will then be conducted to determine the student's future status. If the student continues to have excessive absences from school, the Livingston County Attendance Assistance Program caseworker will be notified with the potential for court proceedings including the Livingston County Truancy Review Board.

Excused absences may be granted for the following reasons:

1. Illness
2. Death in the family
3. Doctor and dental appointments
4. Family emergency
5. Prearranged parent request
6. Attending a military honors funeral to sound TAPS
7. School-sponsored activity
8. Religious holiday observance
9. Other: As approved by administration

Truancy (Per Year)

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the administration. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A student will be considered truant from school when the student misses any or all of the school day without a valid cause. Determination of a valid excuse is the responsibility of the administration and will follow the guidelines of the Illinois School Code, which defines a "chronic truant" as a student who has been absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

1st Violation - 1 detention, administrative conference, parent notification, and counselor conference.

2nd Violation - 3 detentions, administrative conference, parent notification, counselor conference, and Livingston County Attendance notification.

Students who exceed the stated number of violations will be handled on an individual basis by the administration.

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Intervention Services for Truants

1. Parent-teacher conference
2. Counseling service by PTHS
3. Counseling service by psychologists
4. Psychological testing
5. Alternative education programs
6. Small group intervention
7. Local police
8. Livingston Co. Attendance Asst. Program

Unexcused Absences (Per Year)

Absences that may have the knowledge or approval of the parents but not the school are considered unexcused. This would include all day, partial day, single hour, or partial hour absences. Determination of a valid excuse is the responsibility of the administration and will follow the guidelines of the Illinois School Code.

Unexcused absences include but are not limited to:

1. Oversleeping
2. Missing the bus
3. Lack of a ride to school
4. Working
5. Personal business (includes haircut, drivers license test, interviews, etc.)
6. Vacation (unless pre-arranged with the administration)
 - 1st Violation - 1 detention
 - 2nd Violation - 2 detentions
 - 3rd Violation - 3 detentions, Administrative conference, parent notification

Students who exceed the stated number of violations will be handled on an individual basis by the administration.

Tardiness To School (Per Year)

1. If students are not in their first hour class at 7:55 a.m., they must check in at the Main Office before reporting to any class. Students will be given a Tardy Slip to be presented to their first hour teacher.
2. Unexcused tardiness or failure to check in the main office when students are tardy will result in consequences similar to those given for unexcused absences.

Tardiness To Class (Per Semester)

Tardiness to class is unexcused unless students present, when they arrive, a Hall Pass that indicates that they were detained by another teacher. Nearly all tardiness is a result of failing to use the most direct route, walking or talking with friends, or attempting to take care of school or personal business rather than reporting to class on time. The five minute passing period is sufficient time to travel from one class to another. Students are not to return to a previous class or to the office for a Hall Pass.

Consequences for unexcused tardiness are described below.

- | | |
|-------------|--|
| 1st Tardy - | Teacher records tardy - Warning |
| 2nd Tardy - | Teacher records tardy - One (1) room detention assigned. |
| 3rd Tardy - | Teacher records tardy - One (1) room detention assigned, and parents are contacted. |
| 4th Tardy - | Teacher records tardy - Teacher will refer the student to the administration who will assign One (1) detention, and parents are contacted. |

Students who exceed the stated number of tardies will be handled on an individual basis by the administration.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Guidance Office.

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ILLNESS AT SCHOOL

Any student becoming ill during school is to report to the Student Health Center. A consent form must be on file with the Health Clinic in order for a student to be seen. These forms are provided at registration, but extras are available in the main office or health center. Students must sign out in the main office before they leave school. Students who are ill will not be allowed to go home without parent permission.

LATE ARRIVAL TO SCHOOL

Students are required to sign in with the school receptionist when they arrive to school after the start of first hour. Students should be prepared to provide the receptionist with a note stating the reason for their late arrival.

PRE-ARRANGED ABSENCE PROCEDURE

1. The parent should call the school or have the student provide a written explanation to the office at least 5 school days prior to the absence. The student will be given a Pre-arranged absence sheet to get signed by teachers.
2. A reason for the absence will be stated on the Pre-arranged absence sheet.
3. The student is to obtain all homework assignments and have teachers' signatures on the sheet.
4. The pre-arranged absence sheet will be returned to the main office prior to the absence. Failures to do so could result in the absence being unexcused.

REPORTING AND CONFIRMING ABSENCE

1. Parents/guardians are to call the school every day of an absence. It is recommended that calls are made to the school prior to 9:30 a.m. If no contact is made by the parent/guardian the school will attempt to call the parent/guardian to learn the reason for non-attendance. If it is necessary, the parents will be contacted at work.
2. Students whose absences are recorded as a NO CONTACT and the school has been unable to make a phone contact, must bring a written excuse from home when they return to school. Students who forget to bring a written excuse will be given one (1) day to submit a note or have their parents/guardians call the school. If parent/guardian confirmation is not received by 3:10 p.m. of the second day following the absence, the absence will be treated as an unexcused absence. The normal disciplinary action involving unexcused absences outlined in this handbook will then be followed.

SCHOOL WORK MAKE-UP PROCEDURE

1. Homework will be collected only upon request.
2. Parent requests for homework must be made prior to 9:30 a.m. if it is to be picked up after school. After this time, it will be available the next school day.
3. The homework assignments and all necessary textbooks and handouts will be housed in the main office for pickup.
4. All make-up work is the responsibility of the student.

Excused Absence - Upon returning to class, students will have at least the same number of days as they were absent to turn in the missed school work unless arrangements have been made with the individual teacher. Students will not be expected to take a test the day they return to school if a full day or more was missed (e.g. Two days missed, 2 days to complete and turn in missed assignments after the initial day the student returns to school or make arrangements with your teachers.). Equitable alternatives will be provided to students when grades are taken on the day of excused absence for participatory activities. No numeric grades shall be recorded in a manner that penalizes students during the excused make up days.

Pre-Arranged Absences - (including field trips, vacations, sporting events, college visits, orthodontists and doctors appointments, court appearances, etc.) All homework assignments are due when the student returns to class unless prior arrangements have been made with the individual teacher(s). No numeric grades shall be recorded in a manner that penalizes students during the excused make up days.

Unexcused Absence or Truant - Work assigned the day of the absence will be due the day the student returns to school or when arranged with the teacher.

Suspension - Students who are suspended from school will be expected to turn in assigned work the first day they return to school following the suspension. The student will receive full credit for the work turned in. If a test was announced prior to the suspension, he/she will be expected to complete the test on the first day back unless other arrangements have been made with the individual teachers. If a test was assigned during the suspension, the student will need to make arrangements with the teacher.

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Section 5 DISCIPLINE PROCEDURES

Section 5 is a listing and explanation of the various administrative consequences to be followed in disciplinary cases. However, consequences may be modified at the discretion of the administration, depending on the severity of the specific infraction.

SCHOOL'S AUTHORITY

Illinois School Code: Chapter 122, Section 24-24. Maintenance of Discipline. "Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Nothing in this Section affects the powers of the Board to establish rules with respect to discipline.

The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and co-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days notice of the violation is given such person and a hearing held thereon by the Board pursuant to its rules and regulations. The administration of any school may file legal charges as agents of the school against persons committing any offense at school events.

PROHIBITED STUDENT CONDUCT

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Detention.
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Social Probation
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

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14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

SOCIAL PROBATION

Any student that is under social probation may not attend or otherwise serve as a public representative of Pontiac Township High School in any extracurricular event. This includes but is not limited to games, dances (Homecoming/Winter Dance/Prom/etc.), performances, field trips, etc. The duration a student is on social probation shall be determined by the Administration.

The following may constitute a student being placed on social probation:

- Repeated truancy or tardiness from class: 3 or more unexcused absences = 7 calendar day probation
- Failing multiple classes - similar to athletic eligibility policy. May be lifted if student attends tutoring sessions before and/or after school, as well as Saturday tutoring
- Any act of prohibited student conduct, as listed in the student handbook, that results in a suspension- see below
- Any public behavior that poorly represents Pontiac Township High School

In-School Suspension

3 - 5 calendar days of social probation from the start of the suspension

Out-of-School Suspension

1 - 2 day suspension = 7 calendar days of social probation from the start of the suspension

3 - 5 day suspension = 15 calendar days of social probation from the start of the suspension

6 + day suspension = 30 calendar days of social probation from the start of the suspension

3 suspensions of any type will result in social probation for the remainder of the semester.

A Training Rule violation does not fall under this social probation policy and will be handled as a separate incident.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

WEAPONS PROHIBITION

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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GANG & GANG ACTIVITY PROHIBITED

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit. In addition a behavioral, academic, and/or social emotional support plan will be created to assist in preventing future misconduct.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board or an appointed designee will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

DUE PROCESS - STUDENT RIGHTS

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsion are made in accordance with the following procedures for out-of-school suspensions:

1. A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported immediately by phone to the parent or guardian of each suspended student and to the Board of Education through the Superintendent of Schools. The report to the parents shall be made by letter through the U.S. mail. A copy of this letter will be sufficient notification to all others. The suspension will begin immediately unless a formal appeal has been made to the appropriate administrator.
2. The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardian of their right to review.

The procedure for review, if requested, shall be as follows:

- a. All requests for review shall be made by the parent or guardian within ten days after receipt of “Notice of Suspension” and shall be made to the person ordering the suspension.
 - b. The parent or guardian requesting the review shall appear and discuss the suspension or expulsion with the Board of Education or a Board-appointed Hearing Officer. Hearings shall be heard within ten days after receipt of the request for review.
 - c. Thereafter, if a hearing officer is used, he/she shall report to the Board, by written summary, the evidence heard at the meeting.
 - d. Upon request of the report, the Board may take such action as it finds appropriate. Hearings thereon shall be held in executive session for the protection of the student involved.
3. A student shall be reinstated after suspension by the Principal or his/her representative only. Further continuance of school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens. Reinstatement may occur only after a parental conference involving appropriate school personnel.

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PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

BULLYING PREVENTION AND RESPONSE PLAN

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Eric Bohm	Angela Thomas
Name 1100 Indiana Ave., Pontiac, IL 61764	Name 1100 Indiana Ave., Pontiac, IL 61764
Address ebohm@pontiac90.org	Address athomas@pontiac90.org
Email 815-844-6113	Email 815-844-6113
Telephone	Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.

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- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

BULLYING, INTIMIDATION, AND HARASSMENT OF STUDENTS PROHIBITED

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Jon Kilgore, Superintendent

Name

1100 Indiana Ave., Pontiac, IL 61764

Address

jkilgore@pontiac90.org

Email

815-844-6113

Telephone

Complaint Managers:

Eric Bohm

Name

1100 Indiana Ave., Pontiac, IL 61764

Address

ebohm@pontiac90.org

Email

815-844-6113

Telephone

Angela Thomas

Name

1100 Indiana Ave., Pontiac, IL 61764

Address

athomas@pontiac90.org

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Telephone

Lisa Meyer

Name

1100 Indiana Ave., Pontiac, IL 61764

Address

lmeyer@pontiac90.org

Email

815-844-6113

Telephone

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The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

PENALTY FOR BULLYING, INTIMIDATION, AND HARASSMENT

Any student who is found guilty harassment will face disciplinary action. Consequences may range from verbal reprimand to a recommendation of expulsion from school and could be turned over to local law enforcement agency. A written report will be filed with the Superintendent within 30 days.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

SCHOOL-WIDE CLASSROOM DISCIPLINE PLAN

This plan allows every student to manage his or her behavior. We believe this plan will promote a good learning environment for academic and social success.

We encourage all students to display appropriate behavior. If a student chooses to break a rule, the following consequences will be administered cumulatively on a daily basis.

Step 1 - Warning for violation of handbook/classroom rules.

Step 2 - Room Detention with the teacher. (10 minute maximum) Parents will be contacted by teacher.

Step 3 - Room Detention with the teacher. (30 minute maximum) Teacher must provide 24 hours notice, Parents will be contacted by teacher.

Step 4 - Severe Case - Sent to the office, Sent to the office after Steps 1, 2, 3 have failed or student displayed gross misconduct, Violations will be handled on an individual basis by the administration. Consequences may range from verbal reprimand to expulsion.

If a student repeatedly exhibits inappropriate, disruptive or insubordinate behavior the teacher may skip any step on the plan, dropping down to more serious consequences.

By following the rules it allows our faculty to teach, thus creating a productive classroom environment.

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PROCEDURES FOR REMOVAL FROM CLASS (Per Semester)

1. In the event a teacher feels it is necessary to remove a student from class, the student will be directed to the Assistant Principal's or Principal's office. A discipline referral form should be completed by the teacher indicating the reason for the dismissal and what attempts have been taken to correct the behavior, and this will be carried by the student when he/she reports to the office.
2. The office views student removal from class as a serious offense indicating that the teacher has utilized all means to improve behavior and is seeking Administrative assistance.
3. The following minimum procedures will be followed:
 - FIRST VIOLATION:** The student will be removed from the class for the remainder of the period and sent to the main office. Students sent to the office will be handled on an individual basis by the administration. Consequences may range from verbal reprimand to suspension from school.
 - SECOND VIOLATION:** The student will be removed from class for the remainder of the period and sent to the office. A conference will be scheduled with the parents, student, teacher, and the administration before the student will be allowed to return to the class. The student will remain out of class and under the supervision of the administration until the conference is held. It will be decided at this conference if and under what conditions the student will return to class. Further disciplinary action may also be discussed/applied.
 - THIRD VIOLATION:** If the student is removed from class for a third time, he/she may be withdrawn from the class with a WF (Withdrew Failing) and placed in a study hall. The parents will be notified, and they may request a conference to review the disciplinary action.

If repeated occurrences of inappropriate behavior continue in other classes, the student will be referred to administration. Discipline will be assigned by the administration in accordance with the severity of the problem. Consequences may range from verbal reprimand to expulsion.

ROOM DETENTIONS

Detentions may be assigned by the teachers to be served at times arranged by them. Students will be given at least a one day notice before they are to serve the room detention. Individual room detentions will be a maximum of 30 minutes.

Room detentions may be assigned for but not limited to the following types of infractions:

1. violation of classroom rules
2. tardiness to class after first hour
3. any behavior which, in the judgment of the teacher, interferes with instruction
4. inappropriate language

Failure to serve detentions will result in the following:

1st No Show: The teacher will assign one additional detention to be served with the teacher and contact the parents/guardians.

2nd No Show: Students who fail to serve second detentions will be referred to the administration. Consequences may range from detention to suspension from school.

BEFORE AND AFTER SCHOOL DETENTIONS

Students will be assigned detentions for inappropriate behavior. Whenever possible, students will be notified of a detention assignment in person by an administrator and notification will be provided to parents/guardians.

Detentions will be held before or after school. Students will be expected to do school work or will read for the entire time they are assigned. If a student refuses to do the work or is disruptive, he/she will be asked to leave. Students who arrive late to detentions will not be admitted and any student who does not attend an assigned detention or is removed for any reason, will be referred to administration.

Participation in a sporting event, work, or other extra-curricular activity is not an excuse to miss a detention. If a student has an excused absence the day of the assigned detention, or an essential doctor or dentist appointment, he/she must bring in a note and make arrangements with the appropriate administrator to move their detention to the following available detention date.

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LUNCH DETENTIONS

Lunch detentions allow students to serve a detention during their lunch period. When assigned, the student can bring a sack lunch or go through the hot lunch line. Ala carte privileges are not available to students serving lunch detentions. Lunch detentions are ½ the time of the after school hour detention. Therefore, lunch detentions are usually doubled to equal the time served at an after school detention.

SUSPENSIONS

Suspensions will be assigned by the administration to students who have reached the extreme levels of the discipline plan or whose behavior has been grossly inappropriate.

A student may not be allowed to attend school for a given period of time. Parents are notified when their son/daughter is suspended out of school. A parent conference may be requested before the student returns to school. Students who are suspended out of school may not participate in or attend any school-sponsored activities during the time of their suspension. This will include any practices or regularly scheduled events.

EXPULSION

Expulsion shall take place only after the parents have been notified by certified mail to appear at a meeting of the Board of Education to discuss their child's behavior. The Board, at such a meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective.

A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Reinstatement shall occur only after a parental conference involving appropriate school personnel.

An expulsion shall prohibit the student from attending school for the designated period assigned.

Expulsion hearings may be called for by the administration for but not limited to the following types of infractions:

1. Gross misconduct or misconduct for which suspension has not been an adequate remedy.
2. Any act that endangers the health and welfare of the staff or student population.
3. Repeated occurrences of inappropriate behavior.
4. Bomb threat

STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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Students in violation of this procedure are subject to the following consequences:

- 1st violation of possession - Item is confiscated, parent will be notified, and student can retrieve from office after school.
- 2nd violation of possession - Item is confiscated, parents will be notified, and parent must attend a conference with an administrator to pick up the device.
- Each additional possession - Item is confiscated, student receives consequences ranging from detention to suspension, and parents will be notified and must meet with administration to pick up the device.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

GYM BAGS/CARRYALLS/BOOK BAGS/PURSES (Per Year)

No gym bags, carryalls and book bags will be permitted to be carried to class during school hours. Gym bags, carryalls and book bags may be brought to school and placed in the student's locker before school and not retrieved until after the final bell. Students carrying bags, carryalls, and purses to class during normal school hours will be handled on an individual basis by the administration.

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Section 6 GENERAL RULES AND GUIDELINES

APPEARANCE AND DRESS GUIDELINES

Good taste in dress and grooming is an important part of the classroom environment and shows one's individual maturity. The manner in which one dresses reveals a great deal about the person and leaves a distinct impression. Clothing should be worn as intended. In any event representing Pontiac Township High School, the dress code is expected to be followed.

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching and learning climate. Dress or grooming which is not in accordance with reasonable standards of health, cleanliness, safety, modesty, and decency will be considered inappropriate.

As a clarification of the above guidelines, the following are some examples that are considered unacceptable:

- Spiked apparel, spiked accessories, animal collars, chains, or wallet chains
- Head coverings of any kind. Examples include hats, caps, bandannas, sweatbands, etc
- Sunglasses unless prescribed by a doctor or approved by the administration
- Clothing with suggestive language and/or advertising, displaying or depicting alcoholic beverages, drugs, violent behavior, gang symbols, tobacco products, and sex
- Clothing made of see-through fabric
- Any attire that is too revealing or provocative will be considered inappropriate, and students will be asked to remove, change or cover this clothing. Examples include but not limited to revealing tops or blouses, spaghetti straps, tube tops, halter tops, tank tops, sleeveless T-shirts or undershirts, bare midriffs, clothing with holes, sagging, or any other clothing that is offensive due to it being revealing. Tops, which are not tucked in, must be long enough to cover the midsection when the student is in a sitting or standing posture. Pants should be worn at waist without undergarments visible.
- Coats or blankets
- Clothing that targets groups or individuals in a lewd, obscene, or vulgar manner
- Shoes and/or sandals are appropriate footwear except where classroom safety is a concern
- Spandex shorts unless worn under acceptable shorts
- The length of shorts, skirts, or shirts must be appropriate for the school environment

If there is any doubt about dress and appearance, the building administration will make the final decision.

AUTO REGULATIONS

Students may park their vehicles in the West (outside Commons Main Entrance) parking lot designated for students. Vehicles must be parked between the painted lines. Vehicles shall be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The North (Indiana Ave.) and South (Between LACC and Natatorium) parking lots are designated for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

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PARKING LOT LOITERING

Students are not to be loitering in school parking lots after 4:00 pm as indicated on signs posted at all entrances. Violators will be dealt with on an individual basis with the administration. Law enforcement authorities will be notified for repeat offenders.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building administration.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administration.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board or a hearing officer appointed by it may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Be on Time--on the spot at the side of the road at least three minutes before the bus is scheduled to arrive. The driver has been instructed to drive on if a student is not on time.
2. Wait until the bus comes to a complete stop before attempting to enter the bus.
3. The driver has full authority to designate which seat you shall ride in. The seat assignment may be changed from time to time.
4. Remain seated at all times while the bus is moving.
5. No marking, defacing, or damaging the bus inside or outside.
6. Keep books, packages, coats, and all other objects out of the aisles.
7. Raise or lower windows only if granted permission.
8. Get on and off the bus without pushing or shoving.
9. Upon entering, if you live on the opposite side of the entry door, remain standing until the bus comes to a complete stop, when driver gives you the signal to cross the roadway, look both directions and then cross about 10 ft. in front of the bus. Upon exiting the bus, remain seated until the bus comes to a complete stop then exit and cross approximately 10 ft. in front of the bus after the driver gives you the signal to cross.
10. Regular riders on the route may get off or on at other houses with written request from the parent and approved by the principal/sponsor/coach.
11. In case of a road emergency, remain seated until instructions are given by the driver.
12. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by the proper authorization from a school official.
13. No eating or drinking beverages.
14. Students may be suspended from riding the bus by the decision of the transportation director or the Principal.
15. The loading procedures for weight distribution will be utilized. Seats will be assigned as per school policy. (On some occasions you will be allowed to sit one person per seat.) This will be one student per seat from the front of the bus to the wheel wells.
16. No talking at railroad crossings.
17. No yelling or screaming.
18. No horseplay.
19. No throwing objects.
20. Students riding buses to activities are expected to return on the bus. Students may upon permission of sponsor or coach will be allowed to ride home with their parents only.

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21. Bus will attempt to pick up on two consecutive days. If student does not ride, parent will be responsible for contacting the transportation office prior to next pick up date.
22. Students waiting at bus stops are expected to behave in such a manner that does not threaten the safety of other students. Failure to behave in a reasonable fashion would result in suspension of riding privileges, suspension from school and expulsion.

The list of regulations is not complete. The driver/sponsor or coach is in charge of the bus at all times and shall use good judgment in issuing any other orders. Students are expected to give prompt support.

Seating on Extra-Curricular Trips

Where student numbers do not exceed the number of individual students who can be seated (one to a seat) from the front seats to the rear wheel wells, (generally not over 16 students), the students may be seated one person per seat. The students will maintain a forward seating position. If the number of students exceeds the number and procedure described as above, they will then be seated two to a seat from front to rear.

SPECTATOR BUS

Spectator buses to away football and basketball games will be arranged by the office. All fares for buses (\$2.00) will be paid in advance and in to the office. A student going to the game on a bus must return the same way. Chaperones will have complete control of seating arrangements and conduct of the students. Time of departure from Pontiac will be announced. Buses will depart from the game immediately after its completion.

CAFETERIA RULES

1. All students are required to remain at school during their lunch period.
2. All eating shall be confined to the cafeteria Commons area. Students may select hot lunch or a la carte. Sack lunches are permissible, but must be eaten in the Commons.
3. All funds must be deposited prior to the start of first period. The only exception will be co-op students who arrive after their morning work schedule.
4. No charging of meals.
5. Since classes are in session, students are required to pass to the cafeteria in an orderly fashion. Students are not allowed to leave the Commons area during their lunch period, unless given permission by supervisor.
6. Various class groups will be assigned places in the lunch line. They will keep their respective places during the week and work their way to the front of the line.
7. Students shall return trays, dirty dishes, etc. to the window opening into the kitchen.
8. Any accident or dish breakage should be reported to the cafeteria workers. Students are expected to assist in helping to clean up and keep the cafeteria presentable.
9. No student or group of students are permitted to order or have food delivered to the school. Only home-made sack lunches from parents are permissible.
10. Weather permitting, students may be allowed out on the concrete plaza area in front of the commons area doors. Any student caught off of the plaza area without permission may be assigned disciplinary consequences.
11. Throwing food or tableware will not be tolerated.

Students who violate any of the rules listed above will be handled on an individual basis by the administration. Consequences may range from verbal reprimand to expulsion.

Breakfast

In addition to lunch, the Cafeteria offers a breakfast which is served daily from 7:30AM – 7:45AM.

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CARE OF SCHOOL PROPERTY

The Pontiac Township High School building is one of the finest to be found anywhere. Many compliments are received on its excellent maintenance. The work of the maintenance staff can be greatly aided through the cooperation of the student body. Please observe the following habits:

1. Keep your lockers clean at all times.
2. Pick up the waste paper on the floors in the rooms and corridors and deposit it in the proper receptacles.
3. Use the sidewalks and thoroughly clean your shoes before entering the building.
4. Exercise special care in the washrooms to keep them clean at all times.
5. Do not mark on any school furniture or walls. Be particularly careful with ink.
6. Misuse or tampering with lockers may affect the combination lock. Report all failures of locks that do not function properly to the office.
7. No candy or drinks will be allowed to be consumed or sold in classrooms. Candy sales are reserved to before school, lunch hour, or after school.

Violations can result in detentions up to suspension for gross acts of vandalism to school property.

CLASSROOM PARTIES

Classroom parties and the serving of refreshments to celebrate birthdays, holidays, the close of school, or to honor a student or teacher, will not be held on school time. Parties of this type consume valuable instructional time, become a disturbing factor to the other classes, and distract from our educational program. Permission to organize such parties before or after school hours must be secured from the Principal well in advance of the selected date.

COMPUTER/NETWORK/INTERNET USE POLICY

Students are encouraged to use the computer/network/Internet for educational reasons and educational endeavors. Students, however, must follow the PTHS acceptable use policy. Unacceptable use of computers includes, but is not limited to, the following:

1. Using the computer/network/Internet for any illegal activity, including violation of copyright or other contracts transmitting any material in violation of any US or State regulation;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or devised;
3. Downloading copyrighted material for other than personal use;
4. Using the computer/network/Internet for private financial or commercial gain;
5. Wastefully using resources, such as file space on a computer or network;
6. "Hacking" or gaining unauthorized access to resources of entities; Invading the privacy of individuals; or other unlawful activities of minors;
7. Using another user's account and password;
8. Posting material authorized or created by another without his/her consent;
9. Posting anonymous messages;
10. Posting or using of any personal information to the computer/network/Internet;
11. Using the computer/network/Internet for commercial or private advertising;
12. While on the computer/network/Internet; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, gang related, illegal or inappropriate material for minors;
13. Using the computer/network/Internet while access privileges are suspended or revoked;
14. Downloading any form of instant messenger and/or communicating with any form of instant messenger;
15. Using e-mail, chat rooms, and other forms of direct electronic communications while not under the direct supervision of instructor and for purposes other than directly relating to classroom assignments;
16. Security-Computer/Network/Internet security is a high priority. If the user can identify a security problem on the computer/network/Internet, the user must notify a teacher or the Principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the computer/network/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the computer/network/Internet.

Students who violate the computer policy will be handled on an individual basis by the administration. Consequences may range from verbal reprimand to expulsion. The student's will be financially responsible for any cost to repair damaged computers or hardware. Students will also be financially responsible for reinstalling software, fixing software, or other software related issues.

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INTERNET SAFETY

Pontiac Township High School is taking appropriate measures to comply with the Child Internet Protection Act. Technology protection measures have been put into place to block or filter Internet access. It protects minors from visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. The filter can be disabled for certain adults that are using the Internet for bona fide research or other lawful purposes. On-line activities of minors are also monitored. PTHS is compliant with new legislation providing internet safety education and resources.

INTERNET THREATS

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. Students who make an explicit threat will be handled on an individual basis by the administration. Consequences may range from verbal reprimand to expulsion.

DANCE REGULATIONS (applies to all school sponsored dances.)

1. No dance shall be held on a night immediately preceding a school day.
2. The closing hours for dances will be 10:30 p.m.
3. All dances shall have at least five (5) chaperones. The sponsors of the organizations are expected to be present. A police officer is to be present at all dances.
4. Admission may be charged for all dances.
5. Students will follow the guidelines on dress outlined in the handbook.
6. Anyone who leaves during the dance will not be permitted to re-enter.
7. There will be no drinking or smoking regardless of where the dance is held.
8. All students wishing to bring someone other than a Pontiac High School student to a school dance must be approved by the administration. The guest must always have photo identification in his/her possession and must not be older than 20 years of age or younger than a current 9th grader in school. The Administration reserves the right to deny any guest to a PTHS dance.

GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS, AND WEBSITES

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

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STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

POSTING PRIVILEGES

Requests for posting privileges are to be secured from the Principal. Approval will be granted to recognize school sponsored organizations whose activity is of benefit and concern to the student body. Posted materials must be taped so as not to damage the walls or placed on designated bulletin boards. Materials posted without permission will be removed immediately.

STUDENT ASSEMBLIES

1. Auditorium assemblies--Students are to sit in their assigned seat. Seat assignments appear on the student's schedule.
2. Pep assemblies are in the gym. Seating is assigned by class. Students are expected to sit with their class during the pep assemblies. All pep assemblies are mandatory for attendance.

STUDENT LOCKERS

Each year students may be assigned a different locker. Students having locker trouble are to come into the office and report the problem. Students will be held responsible for damages that occur to their locker during the school year.

Student lockers are the property of the school. Lockers may be searched by school personnel or any designee acting as an agent of the school at any time, with or without the knowledge of the student. No sticker decals, writing, or items that are not school related are to be displayed on student lockers. You will be required to clean your locker if writing or sticker decals are found on it. You may use magnets to hang up pictures on the inside of your locker. Pictures in lockers cannot be immoral or indecent or advertise drugs and/or alcohol. It is your responsibility to keep your locker locked and your combination confidential. Students have no reasonable expectation for privacy in school-issued lockers.

STUDENT SEARCHES

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

ACADEMIC LEARNING CENTERS

Students who participate in school activities, who work in the afternoon or evenings, and many others have little time to study outside of school. Academic Learning Centers are provided, therefore, so that all students may make the most of their days at PTHS. In fairness to all, students will observe the following regulations:

1. Come to Academic Learning Center prepared with pencil, paper, and notebooks. Come ready to study the entire period.
2. Remain in the same assigned seat each day.
3. Work during the entire period. Visiting, sleeping, or otherwise non-productive use of time will not be permitted.
4. Be seated and ready to work when the final bell rings.
5. Students should not leave their seat without permission.
6. Students are not allowed to speak with other students without first securing permission from the learning center supervisor.
7. Food and drink is prohibited without administrative approval for special events.
8. Leave the room in a neat and orderly manner.
9. Do not mark on the desks.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school
6. Social Probation

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OFFICE TELEPHONES

The office phone will be available to students who have to take care of office or school business. Permission must be granted by office personnel prior to using this phone. Phone calls are to be made during the lunch hour. All other times require approval.

TRESPASS

All people entering the building are requested to report to the office immediately upon entering the building. Any individual who does not follow this procedure will be considered trespassing. Charges may be issued against any violator of this procedure. All visitors are asked to wear a visitor pass to acknowledge their approved visit.

Teachers and other employees may request any person entering the high school or the grounds which are owned or leased by the Board and used for school purposes and activities to identify himself and the purpose of his entry. If the person refuses to provide proper identification they will be viewed as trespassing and the local police will be contacted. A person who enters the building or who is on school grounds without permission may be looked upon as trespassing. The police will be contacted and charges may be pursued.

Trespass may also include school grounds during any time students are involved in a normal day of attendance.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.
4. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.
5. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.
6. A violation of this law is a Class 4 felony.

VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

VISITOR'S PERMITS

Pontiac Township High School cordially invites the parents of students to visit the school any time. Conferences with staff members may be arranged by telephone ahead of the visit. If a student brings a visitor from another school (high school age), he/she must obtain a visitors permit. All visitors are to report to the main office.

Steps to Obtain a Visitor's Permit

1. Approval granted by administrator.
2. Request made 48 hours in advance.
3. Permission signed by all teachers in advance.
4. Any classroom teacher who states NO will have no visitor.
5. Administration reserves the right to refuse visitors.
6. All guests must register in the office upon arrival at school.

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Section 7 CO-CURRICULAR ACTIVITIES

SCHOOL CLUBS AND ORGANIZATIONS

There are a large number of organized clubs and groups at Pontiac Township High School which offer opportunities for students to obtain experiences in working together on problems of mutual interest outside the regular curriculum. Students are encouraged to avail themselves of the opportunity of joining at least one club. Any group interested in creating a school club must consult with the Principal on plans, ideas, and possible sponsorship. The complete charter or constitution must then be submitted to the Student Council for its approval or rejection.

ART CLUB -- The Art Club is a service organization whose membership is comprised of those currently taking Art, who maintain a C average. Activities include exhibits by Club members, encouraging the understanding of Art and its place in daily living.

THE CHIEF -- Throughout the year, seniors of the Chief staff publish the school paper with the help of underclassmen to inform, and serve the students. Each issue is placed on the school web pages.

FFA - FFA develops premier leadership, personal growth and career success through agricultural education by encouraging students to participate in a variety of leadership conferences, career development events, and social activities. To be in FFA, students must be enrolled in an agriculture education course.

F.C.C.L.A. -- The Family, Career, and Community Leaders of America is the national organization of students studying family and consumer science in the Junior and Senior High schools. All students who are enrolled or who have had a year of family and consumer science are eligible for membership.

F.C.S. – Fellowship of Christian Students is a student organized and led group designed to promote fellowship and encouragement for Christian classmates through discussions, bible studies, and serving the community of God. The organization provides the opportunity for student to find other Christian students and grow and strengthen each other together through Christ.

H.O.S.A. -- Health Occupations Students of America is open to L.A.C.C. health science students. The main emphasis of the club is to promote involvement in health care concerns.

INTERACT CLUB -- The basic task of this club is to see our foreign exchange student has a successful and rewarding experience attending PTHS. An opportunity is provided for students to become better acquainted with foreign lands and languages, to share social experiences, and to build close friendships. Rotary Club International sponsors this PTHS organization.

INTERNATIONAL THESPIAN SOCIETY - The International Thespian Society is an organization that exists in order to recognize student achievement in the dramatic arts. Students qualify for membership through participation in theatrical activities (in performance, production, or technical areas) in school and the community. The PTHS Troupe (#397) of the International Thespian Society promotes theatre, attends theatrical productions, and practices the crafts of the theatre arts.

KEY CLUB -- Is a service organization whose main goal is to serve the school and community. Kiwanis Club International sponsors this PTHS service organization. Membership is open to any student on a selective appointment basis.

NATIONAL HONOR SOCIETY -- The National Honor Society is an organization with highly selective membership, created to recognize and honor those students who have shown outstanding qualities of scholarship, leadership, service, and character. Membership is based upon scholastic standing and faculty recommendations.

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PEER PARTNERS -- Peer Partners is an organization to help facilitate a positive understanding of students with mild to severe disabilities. Students volunteer their time during one or more study halls a week to assist in the EMH/TMH and the Multiply Handicapped classrooms.

PEERS IN ACTION -- Peers In Action is an extra-curricular club for Peer Partners and anyone who doesn't have a study hall and wants to be involved with the students in the EMH/TMH and MH classes.

PONTIO -- the school's yearbook is prepared by students elected and appointed to various staff positions.

SCHOLASTIC BOWL -- Scholastic Bowl team members compete academically against other teams by answering questions that cover a wide range of topics. It provides the opportunity to engage in intellectually challenging competition and is open to any PTHS student.

SCIENCE CLUB -- The Science club's goal is to stimulate interest and achievement in science through various activities. Pursuing individual interests are encouraged and supported through individual scientific research and educational trips.

STUDENT COUNCIL -- The purpose of Student Council is to provide student government sponsored by the student body, which will concern itself with all school activities, interests, and problems. It offers an excellent training ground for citizenship education and for all around social and intellectual development. Membership is gained through a competition and elective process as announced by the Executive Committee.

TRI-M -- This national music society is based on leadership, attitude, cooperation, service, and musicianship. Students who are active in band and/or chorus must have a B-average overall, at least a B in music, and music faculty recommendations to be eligible for membership.

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INTERSCHOLASTIC ATHLETICS

The Illini Prairie Conference is an organization of ten high schools and is an athletics and activity conference. The conference was formed in 2016 and the first year for competition is set for the 2017-18 school year. The present member schools are: Bloomington Central Catholic, Illinois Valley Central, Monticello, Olympia, Pontiac, Prairie Central, Rantoul, Saint Thomas More, Saint Joseph – Ogden, and Unity.

Championships will be determined in all varsity sports (boys and girls) in which a majority of Conference schools participate. It is recognized as one of the strongest leagues in Central Illinois for schools in our enrollment range. The activities in which championships may be determined this school year are as follows:

FALL SPORTS

Cheerleading	Football	Swimming (G)
Cross Country (B)	Golf (B)	Tennis (G)
Cross Country (G)	Golf (G)	Volleyball

WINTER SPORTS

Basketball (B)	Cheerleading	Wrestling
Basketball (G)	Swimming (B)	

SPRING SPORTS

Baseball	Tennis (B)	Track (G)
Softball	Track (B)	BASS Fishing

PTHS ATHLETIC/ACTIVITY CODE

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

RULES IN EFFECT

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's eligibility in all sports. Failure to complete the entire season in good standing may result in the forfeiture of post-season awards, letters, recognitions, and/or banquet attendance.

RANDOM DRUG TESTING

All students who want to participate or try-out must sign the consent form for random drug testing before they will be allowed to participate in an IHSA activity. Students deciding to participate in an extra-curricular activity after the sign-up deadline will be required to be tested after the signed consent form is returned. The cost of test will be the responsibility of the student/athlete.

MEDICAL/INSURANCE FORMS

Completed physical, medical release and proof of insurance must be on file before a student will be allowed to tryout or participate.

SUPERVISED STUDY PROGRAM

Students who receive two "D's" or one failing grade (F) through their last contest will be required to attend three morning (7:00 – 7:45 am) supervised study sessions each week until their grade/s have been raised. Sessions are held in the Library. Failure to comply will render the athlete ineligible until required sessions have been served.

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TRAVEL

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

HIGH SCHOOL ACADEMIC ELIGIBILITY REQUIREMENTS

Eligibility reports shall be generated on Sundays by 2:00 p.m. Student athletes with two (2) F's will be ineligible from Sunday to Sunday for weekly participation. In order to maintain eligibility for the following semester, a student athlete must have passed a minimum of 25 credit hours from the previous semester excluding physical education. Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA and this Athletic Code, the most stringent rule will be enforced.

TRAINING RULES

- A1. The student athlete shall not smoke or chew tobacco or possess either (including natural and/or synthetic products).
- A2. The student athlete shall not drink or possess intoxicating beverages.
- A3. The student athlete shall not use or possess any illegal or controlled, non-prescribed drugs (including natural and/or synthetic look-a-like drugs).
- B. The student athlete shall not attend a function where alcohol or drugs is illegally served or present or transported.
- C. The student athlete shall not engage in gross misconduct or conduct which constitutes criminal activity.

VIOLATIONS AND CONSEQUENCES

TRAINING RULES A1, A2, AND A3 SECTION II

1. **FIRST OFFENSE:** The student-athlete will be suspended for one-third (1/3) of the total contests in the current sport season or the first scheduled sport in which the athlete participates. The athlete must attend all practices and contests and follow all requirements for the sport successfully as set out by the coach for the entire season. Failure to complete in good standing will void any suspension served and the suspension will remain in effect as if no contests have already been served.
2. **SECOND OFFENSE:** The student-athlete will be suspended from all IHSA athletic activities for one calendar year (365 days) from the date of the offense. The original suspension may be reduced by half (180 days) from the original date of the offense provided the student successfully completes a licensed drug, alcohol, or tobacco treatment program (such as IHR or Chestnut) as approved by the school administration. Random drug screening will follow successful completion of the approved treatment program via the school drug screen provider until the 365 days suspension expires. Successful completion of the treatment program will not be considered by the administration until an official letter from the licensed facility is received. Cost of the treatment program and any required additional testing will be at the athlete's expense.
3. **EACH ADDITIONAL OFFENSE:** The student-athlete will be suspended from all IHSA athletic activities for one calendar year (365) days from the date of the offense. NO SUSPENSIONS CAN OVERLAP.

TRAINING RULE B OF SECTION II

1. **FIRST OFFENSE:** The student-athlete will be suspended for one-sixth (1/6) of the total contests in the current sport season or the first scheduled sport in which the athlete participates. The athlete must attend all practices and contests and follow all requirements for the sport successfully as set out by the coach for the entire season. Failure to complete in good standing will void any suspension served and the suspension will remain in effect as if no contests have already been served.
2. **SECOND OFFENSE:** The student-athlete will be suspended for the remainder of the season and the student athlete will forfeit letter and other awards along with banquet attendance and participation.
3. **EACH ADDITIONAL OFFENSE:** The student-athlete will be suspended from all IHSA athletic activities for one calendar year (365 days) from the date of the offense.
NO SUSPENSIONS CAN OVERLAP.

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TRAINING RULE C OF SECTION II

The Athletic Director and Administration reserves the right to judge each disciplinary case involving a violation of Section II Rule C on an individual basis. It should be understood that each case possesses its own unique set of circumstances which prohibits it from comparison to any other case. The nature of the conduct shall determine the consequences of the violation. Consequences can range from a verbal reprimand to removal from PTHS activity/athletic participation.

DETERMINATION OF SUSPENSION LENGTH

Only regular season contests will be counted when determining suspension length. In assessing the penalty, if the number of regular season contests comes to a decimal point less than 0.5, the penalty will be rounded down. If the number of contests comes to a decimal point that is equal to or more than 0.5, the penalty will be rounded up. This also applies to carryover suspensions.

COMBINATION OF TRAINING RULES VIOLATIONS

Any combination of training rules violations will at minimum result in the student-athlete being removed from their current participating sport for the remainder of the season.

CARRYOVER SUSPENSIONS

A suspension may go beyond the season in which the infraction occurs. The percentage of suspension remaining must be completed during the next season of participation and the athlete must finish the season with the carryover suspension in good standing. For example, if a student athlete had completed one-half (1/2) of the suspension at the end of the current season, one-half (1/2) of the suspension will carry over to the next athletic season he/she participates.

STUDENT ATHLETE DUTY TO COOPERATE

PTHS will follow due process procedures and will not suspend a student athlete without evidence that a training rules violation has occurred. The Student Athlete has a duty to cooperate in the investigation of any alleged violations of the Athletic/Activity Code by the school administration, including but not limited to coaches, Athletic Director, Assistant Principal, and Principal. This duty shall include answering honestly any questions about alleged violations of the Code. If the investigation concerns violations by the Student Athlete, if he or she refuses to answer any question or otherwise refuses to cooperate, it shall be presumed that he or she has committed the alleged violation(s) and he or she shall be subject to the appropriate consequence set forth in the Code for that violation.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

PRACTICE ATTENDANCE

Participants must attend all practice sessions, unless excused by the coach prior to any absence. If a practice session is missed unexcused, the athlete will not participate in the next contest.

CURFEW

Curfew Hours: Sunday through Thursday--10 P.M. Friday and Saturday—11 P.M.

All student-athletes shall observe the curfew hours as well as the hours set up by the coach of the sport he/she is engaged. Any reported violation of curfew hours will be handled by the Coach and Athletic Director. The nature of the conduct shall determine the consequences of the violation. Consequences can range from a verbal reprimand to removal from PTHS activity/athletic participation.

AUTHORITY FOR DECISIONS

1. Coaches may establish additional rules for their respective sports, including rules of conduct. These rules will be communicated verbally and in writing to the student-athletes and parents/guardians and will be on file in the Athletic Director's office.
2. Final decisions will be made by the Athletic Director and Administration in all situations not specifically covered in the above training rules.

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ATTENDANCE AND PARTICIPATION IN SCHOOL EVENTS

For students to be eligible to compete or perform in an activity on that day, they must be in attendance no later than 11:15 a.m. Students will be allowed to participate in and attend any school activities on a non-school day following an absence if the absence was excused or was pre-arranged.

EXCLUSION RIGHTS FOR REVIEW

1. A student athlete and parent have the right to request a review of the decision with the Athletic Director and Administration within 48 hours of the exclusion.
2. If unsatisfied with the first review, a student athlete and parents have a right to request a review with a Board appointed hearing officer no later than 48 hours after the decision.

ALL SPORTS MEETING

There will be a mandatory meeting of the coaches, players, parent(s)/guardian(s) prior to the beginning of the school year. At this meeting the Athletic Director will go over the Athletic Code, Random Drug Testing policy, and other athletic policies and procedures with parents and athletes.

SCHOOL SPIRIT

School spirit is defined as loyalty to the best traditions and ideals of the school and by an unwillingness to do anything that might prove injurious to the school's name and character.

A student who enters enthusiastically into school life has school spirit. Students should join as many clubs as they have time for, provided they are interested in them. Attending the activity and games as regularly as possible is another essential part of school spirit. The student full of school spirit will respect and uphold the school's high ideals, and will leave the school a better place. It is the spirit that you put into things you do that helps make you a success. You, the students, must constantly strive to become representative ladies and gentlemen. Strive to keep your school's name clean and when you leave school you can say, "I have done my best." If you have, you are a credit to the school and to yourself.

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Section 8
DATES OF SIGNIFICANCE

2017 Fall Semester

Aug. 14, 15	Teacher Institute	No School
Aug. 16	Teacher Institute, Freshmen Mini Schedule	No School
Aug. 17	First Day of School	2:35 PM Dismissal
Aug. 17 – 25	Early Dismissal	2:35 PM Dismissal
Sept. 4	Labor Day	No School
Sept. 29	Homecoming Parade	2:30 PM
Oct. 6	School Improvement Day	No School
Oct. 9	Columbus Day	No School
Oct. 19	Parent/Teacher Conferences	2:35 PM Dismissal
Oct. 20	Not in Attendance	No School
Nov. 22 - 24	Thanksgiving Break	No School
Dec. 21 – Jan. 3	Winter Break	No School

2018 Spring Semester

Jan. 3	Teacher Institute	No School
Jan. 4	School Resumes	
Jan. 15	Martin Luther King Jr. Day	No School
Feb. 15	Parent/Teacher Conferences	2:50 PM Dismissal
Feb. 16	School Improvement Day	No School
Feb. 19	Presidents Day	No School
Mar. 23 – Apr. 2	Spring Break	No School
Apr. 3	School Resumes	
Apr. 30	School Improvement Day	No School
May 20	Graduation	2:30 PM
May 21	Last Day of School	3:10 PM Dismissal
May 22	Teacher Institute	No School

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